



Course Challenge Policy & Procedure

Course Challenge Fee \$10 (*per course challenged*)

Students may challenge courses at Umpqua Community College only if justification exists for earning credit in this manner and proper procedures are followed. Tests may include midterm and final examinations, and/or skill proficiency demonstration. In addition to course tuition and fees, there is a fee of \$10 for each course challenged.

A course may not be challenged more than once. Following an unsuccessful challenge, the student must regularly enroll in the course to obtain credit.

If the challenge is successful, the student will be responsible for returning the completed Course Challenge Application to the Registration and Records Office in addition to paying the course tuition and fees within one week.

Students may not challenge a course in which they have already received a grade, nor may they challenge a course at a lower level than a course previously completed (e.g. WR 115 may not be challenged if WR 121 has been completed).

Please Note: Financial aid funds may not be used to pay for course challenge fees or tuition. Challenges are not considered part of the residency requirements for degrees, diplomas, or certificates nor are they considered in determining full-time status or eligibility for athletics or student benefits (financial aid or veterans).

PROCEDURE:

1. Consult the appropriate instructor.
2. Obtain the appropriate instructor and department chair's signatures.
3. Present Course Challenge Application to the **Registration and Records** office with Instructor and Department Chair approvals to challenge the course and pay the \$10.00 non-refundable challenge fee per course.
4. Complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and the instructor. **If successful, the student will be responsible** for returning the completed Course Challenge Application to the Registrar's office. The student will be registered into the course and will need to pay tuition and fees within one week.
5. Challenges will not be considered as a portion of the residency requirements for degrees or certificates, nor will they be used for hours to be counted as a part of a student's load in determining full-time status or eligibility for athletics or student benefits.

***Please Note:** The course grade will be reported at the close of the term.