



CREDIT BY EXAMINATION

PROCEDURE:

1. Student completes his/her information.
2. Instructor obtains department approval and completes course add sheet.
3. Student enrolls at Admissions & Records Office and then pays \$25 per course to the Controller's Office and returns form to instructor.
4. Instructor turns this form in to the Admissions & Records Office for grade posting.
5. See reverse side for Challenge Examination guidelines.

STUDENT COMPLETES:

Name _____ Date of Birth _____

Address _____
Street City State Zip

*SSN # _____ *(or assigned 9-digit "N" number)

INSTRUCTOR COMPLETES:

Semester _____ Year _____

Call # _____ Dept. _____ Course # _____ Section # _____

Title _____

Credits _____ Grade or P/W(Pass/Withdrawn) _____
(grading determined by faculty and student)

ADMINISTRATION: (Signatures)

Department Chair _____ Date _____

Instructor _____ Date _____

Final Grade _____

Challenge Examination Guidelines

- Each student is responsible for obtaining a Petition for Credit by Examination, seeking approval(s), arranging to complete the challenge examination, and requesting the official score be posted on the petition and sent to the Admissions and Records Office.
- A maximum of 15 credits in a single subject area may be obtained through challenge examinations.
- Courses cannot be challenged if a student has taken a more advanced course in the same area.
- Challenge examinations do not apply toward the 15-credit residency requirement for graduation.
- Challenge examinations do not count as part of a student's credit load for any given semester.
- Challenge examination credits cannot be used for financial aid credit load standing.
- Challenge examinations are not usually transferable and in many cases, will not count for licensing agencies.
- Successful challenge examinations are posted as a "P" (Pass) on the student's transcript.
- Students must complete the challenge during the same semester in which the request was made.
- Great Basin College reserves the right to deny any petition for credit by examination.