

Course Exam Challenge:

A Course Exam Challenge provides Cape Cod Community College students an opportunity to earn college credit for prior learning experiences by demonstrating proficiency in the content of a course via an exam. Students may request a Course Exam Challenge when there is not a CLEP Exam available for the specific subject area. Developmental Education courses and Independent Study cannot be challenged. Academic departments determine courses that are eligible for challenge and the competencies necessary for the student to demonstrate for awarding credit. Credits earned via a Course Exam Challenge do not apply to residency requirements.

Student Instructions:

1. Contact the Department Chair or Academic Dean to determine eligibility to challenge a course for academic credit.
2. Submit this completed form to the Academic Dean with justification. Include any supporting documentation.
3. After obtaining approval and required signatures, submit this form and all fees to the Business Office for payment.
4. After payment, bring this form to the Office of the Registrar to register for the Course Exam Challenge.
5. The student is responsible to contact the faculty expert to make specific arrangements for taking the challenge.
6. At the end of the term and if successful, the course, its credits, and a grade of "P" for pass is recorded. If unsuccessful a grade of "NG" is recorded. The "NG" grade does not show on the student academic transcript.

Student ID#: _____ **Semester** (Fall/Intersession/Spring/Summer): _____ **Year:** _____

Last Name: _____ **First Name:** _____ **Middle Initial:** _____

Date of Birth: _____ **Email:** _____ **Phone:** _____

Course Exam to be Challenged:

Course Number: _____ - 60 Credit Hours: _____ Course Title: _____

Faculty expert appointed by the Academic Dean: _____

Justification for Course Exam Challenge:

Course Exam Challenge Approvals:

Signed: _____ Date: _____
(Student)

Signed: _____ Date: _____
(Faculty expert appointed by the Academic Dean)

Signed: _____ Date: _____
(Department Chair or Academic Dean)

Office of Registrar Use:
Date Received: _____
Copy to student, faculty expert and Office of the Registrar. Original copy to HR.

Business Office Fees & Use:
The Course Exam Challenge administrative fee is \$40 per exam plus there is a fee of \$40 per credit hour being challenged.