

If you have an established transcript at CBC, and believe that your previous experience has provided you with the competencies essential for passing a course, you may request a Course Challenge. If you are enrolled in a course for which you wish to challenge, the Course Challenge process must be completed within the first week of the course. It is the student's responsibility to withdraw/drop the course on or before the deadline for 100% refund. Individual departments determine which, if any, of the courses offered may be challenged.

- Course Challenge credit is granted only for classes that are regularly offered at CBC, and may only be completed during the term in which the course is being offered.
- No credit will be awarded if the student has earned credit in a similar course.
- A course may only be challenged once.
- The student must have earned 15 or more credits at CBC with a GPA of 2.0 or better.
- The student must be enrolled at CBC during the quarter the credit is awarded.
- A non-refundable fee per credit must be paid for the Course Challenge.
- Each Course Challenge request should be directed to the appropriate instructional department lead.
- Credits awarded will be recorded with a decimal grade and are specifically identified on the transcript as credits for a Course Challenge.
- The student must pass the Course Challenge exam with a minimum 2.0 grade. Credit(s) will be recorded on the transcript with a decimal grade. No grade less than a 2.0 GPA will be recorded on the transcript.
- Course Challenge credits do not count toward the minimum CBC residency requirement.

Complete all sections in sequential order.

Section 1: To be completed by the student

Name:		Student ID Number:	
Quarter / Year	Are you currently enrolled? <input type="checkbox"/> YES <input type="checkbox"/> NO		
I request a challenge examination in _____		_____	_____
		Course Title	Course ID Credits

I have gained experience and knowledge for this examination by _____

Student Signature

Date

Section 2: Faculty/department lead approval

I approve the student above to take a challenge examination in the class as requested above.

Faculty/Dept. Lead Signature

Date

Section 3: To be completed by student

- Pay the non-refundable fee to Hawk Central and attach receipt to this form.

Section 4: To be completed by department lead and division dean

1. Coordinate the date/time for the Course Challenge with the student.
2. Upon completion of the Course Challenge, complete this section.
3. Faculty/department lead must submit form to division dean for signature. **DO NOT** return the form to the student for processing.

CBC Course ID Satisfied	Credits	Approved	Evaluation Methodology
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

I certify the student has passed the course challenge examination and authorize _____ credits be posted on the transcript with a decimal grade of _____.

Faculty/Dept. Lead Signature

Date

Division Dean Signature

Date

Submit completed and approved form to:
Student Records
Mail Stop: H4

*We are temporarily accepting this form via email while our campuses operate remotely.
Deans, please submit the completed form and documentation to Janet Garza via email.*

Section 5: To be completed by Student Records

Course ID	Credits	Approved
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Registrar Signature

Date