



COLLEGE OF SANTA FE
Office of the Registrar

COURSE CHALLENGE REQUEST

- ❖ This form is not to be used for CLEP, DANTES, etc.
- ❖ The student may not challenge if he/she has registered for this course previously.
- ❖ Submit a separate form for each course.

To: **Registrar**

From: _____ Department

Pending your approval, this Department agrees to allow _____
(name of student)

to challenge the course listed below.

Student has / has not previously been registered for this class.

<u>No. of</u> <u>Credits</u>	<u>Course</u> <u>Number</u>	<u>Title</u> <u>Course</u>
_____	_____	_____

I feel this student is capable of challenging the above course for the following reasons:

Instructor's Signature Date

Department Chair Signature Date

Distribution of Challenge request: Student, instructor, registrar
Distribution of SPECIAL EXAMINATION PERMIT: Student, instructor, registrar

Procedure for challenging a course:

1. The student gets a course challenge request form from the Registrar's Office for each course to be challenged. The student must *not* have registered for the course previously.
2. After filling in his/her name and the course to be challenged, the student presents the form to the instructor of the course to be challenged.
3. The instructor verifies the data, then types in the reason for judging the student's readiness to challenge and signs the form.
4. The student takes the form to the department chair for approval signature.
5. The student presents the completed challenge request to the Registrar (Address: 1600 St. Michael's Drive; Santa Fe, NM 87505) to obtain the SPECIAL EXAMINATION PERMIT. The permit is completed and signed by that office.
6. The Registrar's Office types a letter regarding payment, cost, and details of what to do next and issues the SPECIAL EXAMINATION PERMIT.
7. The student then takes the permit to the instructor showing approval to take the test.
8. Test is taken.
9. If the test is passed the faculty member types a memo stating so and gives the original to the Registrar's Office and a copy to the student.
10. Student takes the memo along with the Registrar's letter stating cost to the Cashier's Office and pays.
11. Student sends copy of receipt and Registrar's letter to Registrar's Office (1600 St. Michael's Drive; Santa Fe, NM 87505). Then the course is posted to the student's transcript.

Conditions (See current catalog):

- The course must be offered in the current college catalog;
- No CLEP test is available;
- The student has not previously registered for the course;
- The student earns a minimum grade of C on the examination;
- The student pays the stipulated fee per credit hour prior to the posting of the course to the student's transcript.

Credits earned through course challenge may count toward any college requirements, including the major field, and toward the 128 total credits required for graduation (or 64 credits for the Associate's degree). They will not be counted toward the residency requirement and grades received do not count towards the grade point average.