

COURSE CHALLENGE PROCEDURE

A student may challenge a course for which the student believes his or her prior training and/or study are adequate to meet the instructor's course requirements. Only certain courses, as identified by individual divisions, are available for this option. This credit will be allowed based on the following conditions and procedures.

1. The student must be currently enrolled at Aims Community College.
2. A course challenge may not be made for a course in which the student is currently enrolled, nor for one in which the student had been previously enrolled.
3. The student must obtain this Course Challenge Application Form from the Admissions and Records Office, and then submit the application to the division offering the course. The division will inform the student of divisional procedures.
4. Upon approval by the course instructor and the division authority, the student will be offered the opportunity to complete the requirements for the course challenge.
5. A fee of \$40 per credit will be charged to the student, and is payable upon division approval. Final arrangements for the course challenge will be made when the student presents the instructor with a receipt from the Financial Services Office (Cashier).
6. Upon successful completion of the requirements for course challenge, the student will be awarded full credit for the course. A grade of "S" (Satisfactory) or "U" (Unsatisfactory) will be recorded when it is submitted to the Admissions and Records Office by the division authorities on a copy of the application form. The credit will not affect the student's grade point average, will not meet residency requirements, and will not contribute to eligibility requirements for Financial Aid or Veteran's benefits.

COURSE CHALLENGE

Application Form - (See Procedure on Reverse)

STUDENT NAME -- Last, First, Middle _____

TERM AND YEAR _____

AIMS ID _____

DEGREE OR CERTIFICATE PROGRAM AND MAJOR _____

ADVISOR _____

COURSE TO BE CHALLENGED:

COURSE # _____	COURSE TITLE _____	CREDITS _____
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Student's Statement Justifying Challenge: _____

STUDENT SIGNATURE _____

DATE _____

APPROVAL:

RESULTS:

ACADEMIC DEAN OR DESIGNEE SIGNATURE _____

CHALLENGE EVALUATOR SIGNATURE _____

DATE EVALUATED _____

GRADE (Must be "S" if successful) _____

ADMISSIONS & RECORDS OFFICE USE ONLY _____ Recorded By _____ Date _____	FINANCIAL SERVICES OFFICE USE Amount Paid _____ Date _____
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