

Course Challenge Request

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.

Name:		Student ID Number:		
Quarter / Year	Are you cu	Are you currently enrolled?		
request a challenge examination in				
	Course Title	Course ID	Credits	
Student Signature		Data	 -	
Student Signatur	e	Date		
		Date		
Section 2: Faculty/department lead approve the student above to take a challe	approval			

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	Evaluation Methodology	
		٠			
I certify the student has pass the transcript with a decimal		hallenge exam	ination and authorize	credits be posted or	
Faculty/Dept. Lead Signature				Date	
	an 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

Cours	se ID	Credits	Approved	
			٠	
				•
eaistrar Sianature				 Date

Columbia Basin College complies with the spirit and letter of state and federal laws, regulations and executive orders pertaining to civil rights, Title IX, equal opportunity and affirmative action. CBC does not discriminate on the basis of race, color, creed, religion, national or ethnic origin, parental status or families with children, marital status, or the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal (allowed by law) by a person with a disability, or any other prohibited basis in seducational programs or employment. Questions or complaints may be referred to the Vice President for Human Resources & Legal Affairs and CBC's Title IXIEEO Coordinator at (509) 542-548t Individuals with disabilities are encouraged to participate in all college sponsored events and programs. If you have a disability, and require an accommodation, please contact the CBC Resource Center at (509) 542-4412 or the Washington Relay Service at 711 or 1-800-833-6384. This notice is available in alternative media by request.