Application for Course Challenge
(Credit by Examination)

A variety of courses at Everett C.C. have been approved with a course challenge option. The course challenge option may be appropriate for a person who has never taken the course but feels he/she has knowledge and skills comparable to the identified outcomes of the course, and who wants or needs credit for the course. (Courses previously taken at Everett C.C. for audit, and courses previously taken elsewhere, may not be challenged.) It is the decision of the department and the instructor to determine what examination tools will be used, such as test, paper, demonstration, etc. An individual course may be challenged only once.

Please observe the following qualifications and follow the steps outlined in order to pursue the course challenge option.

1. Apply for admission to the College.
2. Please review the Transfer Credit Policies section in the Course Catalog at www.everettcc.edu/catalog
3. Complete the Transfer Credit Evaluation process if you have previous college credit, etc.
4. Discuss the course challenge option with an advisor, indicating your degree goals and credit already earned. Determine if the course(s) you wish to challenge allows a challenge.
5. During the quarter that the course challenge option is requested, you must be regularly enrolled at the College for at least one (1) course, other than the course to be challenged. Note: If you are registered in the course you wish to challenge you must drop it within normal deadlines in order to avoid the tuition charge for that course. Dual registration in the course and completion of a challenge for the same course results in cancellation of the credit and grade for the challenge, and the transcript will only reflect the registered course and the grade for that course.
6. This completed form must be taken to the appropriate instructor and to the division dean for approval. Approval is given at the discretion of the instructor and the dean after an evaluation of your readiness. During the meeting with the instructor you should discuss your background, and you should have a clear understanding of what would constitute the challenge examination.
7. If approval signatures are given, submitted this form to the Enrollment Services office. At that time, be prepared to pay the course challenge fee to the Cashier. The fee to challenge a course is $246.81. This fee is non-refundable. This step must be taken before the 10th day of the quarter.
8. You must complete the course challenge requirements by the 50th day of the quarter.
9. Traditional letter grades (A through F) will be issued upon completion of the course challenge examination. Plus or minus grades may be utilized at the instructor's discretion in accordance with College procedures. Students not completing the course challenge process will be issued an "F" or a "V" at the instructor's discretion, except as described in #5 above.
10. The transcript will show the course, the credits and the grade in the quarter in which it was started and completed.

Student Information

First Name ________________________________________________ Middle Name _______________________________________
Last Name ________________________________________________ Student I.D. number _________________________________
Previous Names (If applicable) __________________________________________________________________________________
Email: ___________________________________________________ Telephone _________________________________________

Quarter __________________________ Year __________________________
Course to be challenged (for example: ACCT 110) ________________________________________________ Credits _____________
Course title ____________________________________________________________________________ Item # _______________

Approvals

Instructor Approval and Agreement to administer the challenge exam(s):
Signature ___________________________ Print name _____________________________________ Date _____________________

Division Dean Approval:
Signature ___________________________ Print name _____________________________________ Date _____________________

Student Signature ____________________________ Date __________________ Received by Enrollment Services ______________

Form to: ☐ Registration Office . Copies to: ☐ Division office ☐ Student

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