

EvCC6040P CREDIT BY EXAMINATION (COURSE CHALLENGE) PROCEDURE

Original Date: January 8, 1995

Reviewed Date: January 17, 2013

Procedure Contact: Executive Vice President of Instruction, Student Services and University Center

PROCEDURE

A student who is currently enrolled at Everett Community College may apply for credit by examination (course challenge).

To start the process for a course challenge, a student should contact the instructor of the course to discuss the student's background and readiness to challenge the course successfully. This should be done prior to the beginning of the quarter. If the discussion is positive, written approval must be gained from the instructor and Division Dean on the "Application for Course Challenge" form, available in Enrollment Services or a division office.

Students must meet all eligibility criteria prior to submitting the Application for Course Challenge form to the Enrollment Services Office. Once the Enrollment Services office receives and processes the request, the student will then pay the established non-refundable fee to the Cashier's office. The form must be submitted to Enrollment Services before the tenth calendar day of the quarter.

Students must complete the requirements of the course challenge, which may be written, oral or skills tests, by the fiftieth (50th) day of the quarter, unless a brief extension is approved prior to that date by the Instructor.

RELEVANT LAWS AND OTHER RESOURCES

[WAC 250-61-100](#)

REVISION HISTORY

Original Date: January 8, 1995

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APPROVED BY

President's Staff

Student Services Administrative Council