



CHALLENGE EXAMINATION REQUEST

The college recognizes that students accumulate a great deal of information outside the classroom without formal instruction. There are times when this information may be extensive enough to satisfy course requirements. With approvals, a student may be allowed to take challenge examinations. Information on policies regarding challenge examinations may be found at <https://wnc.edu/admissions/timofeation.php> under Challenge Examinations

Instructions:

Students should first view the policies associated with challenge examinations. Students who believe they might qualify should then speak with a fulltime instructor who teaches classes in applicable discipline. If no fulltime instructor is available, a parttime instructor may be authorized to offer an exam with the approval of a fulltime instructor or Division Director.

The instructor must approve offering a challenge examination. There is no requirement on the part of WNC to offer a challenge examination upon request.

If instructor approval is obtained, students must then get permission from the Director of Admissions and Records to ensure that WNC policies allow the student to take the exam. If approvals are granted and recorded on this form, the student should pay the \$25 non-refundable Challenge Exam fee to the business office and submit this with their payment receipt to Admissions and Records.

Admissions and Records will forward the form to the instructor. The instructor is to give the exam, record the results on the form, and return to Admissions and Records with a copy of the challenge exam. The student is not allowed to handle the form with the results/test attached.

To be completed by STUDENT:

Name: _____ Student ID Number: _____ Phone: _____

Colleges attended previously: _____

Prefix/number of course requested to challenge: (example: ENG 101): _____

Credits _____ Instructor/Proctor of exam: _____

Why challenge exam is requested: _____



Admissions and Records

To be completed by Director of Admissions and Records

Approved: _____ Signature: _____ Approval valid until _____

Denied: _____ Reason: _____

Payment received by student: _____ Date Sent to Instructor: _____

To be completed by Instructor: Challenge Examination Results

Date of Test: _____ Grade/pass or fail: _____

Signature: _____ Date: _____

Instructor must submit this form with a copy of the exam to Admissions and Records. The student may NOT handle this form after the exam has been administered. An oral/skills examination must be approved in advance with the Director of Admissions and Records

For office use only:

Received by instructor: _____

Approved _____ Not Approved _____ Processed by _____ Date _____

