

CREDIT BY EXAMINATION - COURSE CHALLENGE PROCEDURE

Oregon Institute of Technology allows students, under certain conditions, to challenge a course by taking an examination for credit. The reverse side of this form contains the credit by examination policy. Please read the policy, secure the necessary approvals in the order listed below, and then pay the required fee prior to taking the exam.

Student Name: _____ ID #: _____

Local Address: Street _____

City _____ State _____ Zip _____

Course Challenged _____

	Dept.	Course	Course Title
Credits			

Approval Procedure

1. Consult with your advisor about challenging a course. Advisor indicates approval by signing below.

Advisor Signature	Date
-------------------	------

2. Ask the Office of the Registrar to complete a pre-exam check on your admission status, enrolled credits, and previous completion of the course. Obtain the Registrar's signature.

Registrar	Date
-----------	------

3. Pay the \$50 per credit hour non-refundable fee at the Cashier's Office. Obtain the cashier's signature.

Cashier	Date
---------	------

4. Consult with the chair of the department offering the course. Ask the chair to indicate approval by signing below.

Chair Signature	Date
-----------------	------

5. After completing steps 1-4 above, make arrangements with the department chair or instructor to take the exam. You must obtain all approval signatures and pay the required fee before you may take the exam. Leave this form with the instructor. **The instructor must bring this form in person to the Office of the Registrar for processing after the exam has been given.**

Oregon Tech Use Only

<u>Registrar Pre-Check</u> Full Admission Status _____ Previous completion _____ (Previous A,B,C,D,F,I,W)	<u>Instructor Record</u> Date of Exam _____ Grade (circle one): <u>PASS/FAIL</u> _____ Instructor Signature	<u>Grade Recording</u> Banner _____ Verify _____ Student Letter _____ Advisor Copy _____
--	---	--

CREDIT BY EXAMINATION - COURSE CHALLENGE POLICY

1. Credit by examination (course challenge) is available to students who are fully admitted in degree-granting programs.
2. Students may not challenge a course they have previously taken for credit and received a grade other than an audit, nor may they challenge the same course more than once. If students register for a course they wish to challenge, they must drop and challenge that course before the last day to drop without a record.
3. No more than 25% of the credits submitted for graduation may be credit by examination.
4. Credit by examination counts toward graduation residency requirements. For a bachelor's degree, students must complete 45 credits at Oregon Tech with the last 15 to be taken on campus. For the associate's degree, students must complete 30 credits with the last 15 to be taken on campus.
5. Examinations receive either a P (pass) or F (fail). A pass suggests the student has mastered material comparable to a grade of C or better in the course being challenged. The Registrar records P grades on the student transcript, but does not count the P in grade point average calculations. The Registrar does not record F grades.
6. Students must pay a non-refundable \$50 per credit hour fee prior to the examination.
7. Departments are responsible for preparing an appropriate examination, evaluating the student's response, and submitting results to the Office of the Registrar. Departments reserve the right to declare any course offering as nonchallengeable.