

REQUEST TO CHALLENGE A COURSE FORM

Student ID # _____ Date: _____

PLEASE PRINT

Student Last Name: _____

First Name _____

Middle Name _____

Current Mailing Address:

Are you a matriculated (admitted and enrolled) Student at the University of La Verne?

Circle One Yes No

You are currently enrolled for the (Circle One)

Summer Fall Mini-Fall Winter Spring

Academic Year 20 _____

Degree Program _____ Major _____

Have you ever enrolled or received instruction/tutoring in the course you are requesting to Challenge at the University of La Verne? Circle One Yes No

If you are challenging a Language Course: (Spanish/French/German/Japanese)

Is this your primary language? Circle One Yes No

Did you take this language in High School? Circle One Yes No

If Yes, how many years in high school? _____

Have you received secondary or higher education in a country where the native language is not English? Circle One Yes No

If yes, what language _____

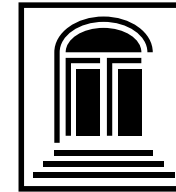
The Course you want to challenge is:

Subject _____ Number _____ Title _____

I certify the above information is true and correct.

Student Signature _____ Date _____

Approved? Yes No Department Chair Signature _____ Date _____



UNIVERSITY OF
LA VERNE

**Course Challenge
Procedures at the
University of La Verne**



Course Challenge Catalog Policy- Matriculated students, who believe they can successfully demonstrate the competencies of a course without attendance, may request to challenge the course. Most La Verne courses may be challenged for credit. Students can view the MyLaVerne Course catalog to determine if a course is challengeable.

The student may see a list of course goals and objectives prior to challenging the course. If the student demonstrates the competencies required for successful completion of the course, the number and title of the course will be placed on the transcript with a CRD grade. If the student does not demonstrate the competencies, nothing is recorded on the transcript. A student may only challenge a course once. If a student fails a course challenge, he or she may receive credit for the course only by enrolling in the course for credit. A maximum of eight semester hours of course challenge may be counted toward fulfilling the undergraduate residency requirement.

A student may not challenge any course in which he/she has received tutoring from a La Verne instructor, was formerly enrolled, or has audited formally or informally. Any student who has received secondary or higher education in a country where the native language of instruction is not English may not challenge beginning or intermediate courses in this language. Any student who has received credit for high school courses in foreign languages may not challenge those courses at La Verne. In this context, two years of high school foreign language will be considered equivalent to one year of college instruction. First-year language courses may not be challenged. With respect to these limitations placed on the challenging of language courses, CLEP examinations will be regarded as challenges.



Course Challenge Procedures -To challenge a course, a student must complete the following steps in this order:

1. Complete the Request to Challenge a Course Form and submit to your Academic Advisor. You must identify the course you are requesting to challenge. The form is located on the back side of this brochure or on the Office of the Registrar Web page.
2. The Academic Advisor will contact the Department Chair of the course to be challenged. If the request to challenge is approved an instructor will be assigned to administer the exam and notify the Academic Advisor
3. The Academic Advisor will notify the student of the approval and advise them to complete the Petition to Challenge form
4. Immediately upon receiving notification, Central Campus students must go to the Office of Student Accounts to pay for the nonrefundable challenge exam fee. Student will receive two receipts. Student must then proceed to the Office of the Registrar to complete the top portion of the Petition to Challenge Form. Regional and On-line Campus students will go to their Regional Center to complete the Petition to Challenge form. The Students' Academic Advisor will mail the Challenge form to the Office of the Registrar. Student must immediately pay the challenge fee on their MyLaVerne account. Once payment has been made, the student must notify the Office of Student Accounts by email stuacct@laverne.edu. The Office of Student Accounts will notify the Office of the Registrar the fee has been paid.
5. The Office of the Registrar will send the Petition to Challenge form to the appropriate Department Chair. Department Chair will give the assigned instructor the challenge form so they can administer the exam. It is expected the instructor will immediately contact the student.

Students cannot take the challenge exam until the fee has been paid and the Department Chair has received the form. The student is required to take the exam or complete their project within 2 weeks of initiating the Petition to challenge Form. If not, the Challenge Request will be considered null and void.
6. Once the challenge exam has been completed the Instructor and the Department Chair sign the form and return to the Office of the Registrar. The faculty member has up to 45 days to return the form to the Office of the Registrar.