

APPROVAL OF CREDIT BY COURSE CHALLENGE

SUNY Plattsburgh

INSTRUCTIONS

- a. Read the policy and complete the request.
- b. Obtain registrar's verification that no previous grade is on record for the challenged course.
- c. Obtain required signatures and approvals.

POLICY

- a. You must be enrolled in the course you intend to challenge.
- b. You may not challenge the same course more than once, or challenge a course for which you have already received a grade (including I, IP, W, W/E, and U/AU.)
- c. You must request a course challenge examination/evaluation prior to the end of the fourth week of classes.
- d. Criteria upon which a course challenge will be evaluated must be given to you when you present this form to your instructor.
- e. The final results of the course challenge examination/evaluation must be given to you and sent to the Registrar's Office prior to the midpoint of the course. Credit earned by course challenge will be recorded by the grade of PC.

REQUEST

Student's Name – Print last name, first name, M.I.	Student's ID	
Local Address	Phone No.	Major

I request a course challenge examination/evaluation in the following course:

Course No.	Title	Credit Hours

Date: _____ Student's Signature: _____

REGISTRAR'S VERIFICATION

There is no previous grade in this course. _____
Registrar's Signature Date

APPROVAL

Yes	No	
<input type="checkbox"/>	<input type="checkbox"/>	Instructor: _____ Date: _____
<input type="checkbox"/>	<input type="checkbox"/>	Department Chair: _____ Date: _____ (course challenged)
<input type="checkbox"/>	<input type="checkbox"/>	Academic Dean: _____ Date: _____ (course challenged)