FORT BERTHOLD COMMUNITY COLLEGE

COURSE CHALLENGE FORM

Student Name ______________________________________________

Course Being Challenged ______________________________________

Semester/Year ______________________________________________

Method of Attached Documentation (Exam, Prior Certification, Transcript, etc.) __________________________

Instructor _________________________________________________

Instructor’s Signature and Date ________________________________

Vice President of Academic’s Approval Signature and Date ________________________________

Business Office Only:
Fee Assessed: _____ courses challenged @ $150.00 each = $________

Paid (Signature of Business Office Staff) ________________________________

Grade (P or F) ______ Instructor’s Signature and Date ________________________________

Academic Dean’s Office (initial)
Grade Approved ______ Form Forwarded to Registrar ______
Receipt by Registrar Verified ______ (keep copy once Registrar signs below)

Registrar: Sign and Date to Indicate Receipt of Form and Recording of Grade

________________________________________________________________________

Instructions:
1. Contact the course instructor DURING THE FIRST TWO WEEKS OF THE SEMESTER IN WHICH THE COURSE TO BE CHALLENGED IS OFFERED to obtain approval for a challenge exam or credit for prior learning/training, using this Course Challenge Form (CCF).
2. If approval is obtained, present the form to the Vice President of Academics for approval.
3. Present the form to the Business Office and pay any fees due.
4. Submit the form to the instructor and arrange to take the examination or submit documentation of prior learning/training; the instructor will note the grade, and ‘P’ or ‘F’ on the form, keep a copy, and send a copy to the advisor.
5. Return the completed original form to the Vice President of Academics for his/her records.
6. The Vice President of Academics will forward the form to the Registrar’s office.
7. The student should keep a copy of the form with all signatures.
8. The complete original will remain in the student’s file in the Registrar’s office.