



Registration and Records  
PO Box 967  
Roseburg, Oregon 97470  
541.440.4604 | Fax 541.440.7713  
Registration@umpqua.edu

# Course Challenge Application

**Course Challenge Fee \$10 (*per course challenged*)**

Students may challenge courses at Umpqua Community College only if justification exists for earning credit in this manner and proper procedures are followed. Tests may include midterm and final examinations, and/or skill proficiency demonstration. In addition to course tuition and fees, there is a fee of \$10 for each course challenged.

A course may not be challenged more than once. Following an unsuccessful challenge, the student must regularly enroll in the course to obtain credit.

**If the challenge is successful, the student will be responsible for returning the completed Course Challenge Application to the Registration and Records Office in addition to paying the course tuition within one week.**

Students may not challenge a course in which they have already received a grade, nor may they challenge a course at a lower level than a course previously completed (e.g. WR 115 may not be challenged if WR 121 has been completed).

**Please Note:** Financial aid funds may not be used to pay for course challenges. Challenges do not count in credit hours used to determine financial aid or veterans benefits.

## PROCEDURE:

1. Consult the appropriate instructor.
2. Obtain the appropriate instructor and department chair's signatures.
3. Present Course Challenge Application to the **Registration and Records** office with Instructor and Department Chair approvals to challenge the course and pay the \$10.00 non-refundable challenge fee per course.
4. Complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and the instructor. **If successful, the student will be responsible** for returning the completed Course Challenge Application to the Registrar's office. The student will be registered into the course and will need to pay tuition and fees within one week.
5. Challenges will not be considered as a portion of the residency requirements for degrees or certificates, nor will they be used for hours to be counted as a part of a student's load in determining full-time status or eligibility for athletics or student benefits.

**\*Please Note:** The course grade will be reported at the close of the term.



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**Office USE ONLY**

Fee Paid \$10 Date \_\_\_/\_\_\_/\_\_\_ Initials: \_\_\_\_\_

**When course challenge is complete:**

CRN Set up Date \_\_\_/\_\_\_/\_\_\_ Initials: \_\_\_\_\_

**Note: A student may challenge a course only once.**  
 If examination is not passed, the student must regularly enroll in the course in order to obtain credit.

\_\_\_\_\_  
 Last Name                      First Name                      Middle Initial                      Student ID Number

\_\_\_\_\_  
 Program of Study

**Section 1 – COURSE TO BE CHALLENGED**

Course			
Course Number	Course Title	Credits	Instructor who will administer the examination(s)
SP 111 (Ex.)	Speech	4	Paula Usrey

**Section 2 – JUSTIFICATION**

Justification for challenge: \_\_\_\_\_  
 \_\_\_\_\_

I understand this course does not count towards eligibility for financial aid or veterans benefits and I may NOT use financial aid funds to pay for a course challenge. I verify the above information is accurate, and it may be used for follow-up studies by Umpqua Community College.

**Student Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signifies Approval & Authorization.*

**Section 3 – SIGNATURES**

I hereby certify that the above named student has my approval to challenge the course listed above and a grade will be submitted at the close of the current term. The challenger's name will be added to the appropriate grade sheet by the Registrar's Office.

**Instructor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signifies Approval & Authorization.*

**Department Chair Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signifies Approval & Authorization.*

**Section 4 – COURSE CHALLENGE COMPLETE (Get signatures when course challenge is complete ONLY)**

I hereby certify that the above named student has completed the course challenge.

**Instructor Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signifies Approval & Authorization.*

**Registrar Signature** \_\_\_\_\_ **Date:** \_\_\_\_\_  
*Signifies Approval & Authorization.*