

Course Challenge Request Form

Course Challenge provides students who have exceptional knowledge of a course's content (typically gained outside the classroom) the opportunity to demonstrate their proficiency and competency.

The academic unit sets the requirements and assessment methods necessary to evaluate the student's proficiency of material presented through a standard offering of the course. Course Challenge requirements may include a final exam or other demonstrations of a student's knowledge of and competencies in the material covered by the course, such as research papers, computer programs, portfolios, recordings or artistic works.

In accordance with Colorado law, CU Boulder accommodates requests for credit for prior learning in **GT Pathways** (cdhe.colorado.gov/quaranteed-transfer-pathways-general-education-curriculum) courses. If a corresponding **CLEP exam** (catalog.colorado.edu/undergraduate/admissions/credit-examination/#collegelevelexaminationprogramclep) is offered for a GT Pathways course, students will be directed to take the CLEP exam. For non-GT Pathways undergraduate courses, the academic unit determines if a course is suitable for Course Challenge.

Eligibility Requirements

- The student must currently be enrolled at CU Boulder in a degree or certificate program of study.
- The student may not be enrolled in (or must be officially withdrawn from) the course for which Course Challenge is being requested. Prior completion of a course at CU Boulder, or any other institution which CU Boulder would review for transfer credit at the undergraduate or higher level, renders that course as ineligible for a challenge request.
- A grade of C- or better in the assessment is required to earn credit through Course Challenge. Successful Course Challenges are recorded on transcripts with a CR (Credit). Earned credits are calculated in credit totals, but not in GPA calculations. Unsuccessful challenge attempts, which include challenge requests approved by the academic unit, but not completed by the student, are recorded as U (Unsatisfactory). U marks do not count in credit or GPA calculations.
- A student may only attempt a Course Challenge for a particular course one time.
- Course Challenge credits may apply to degrees or certificates either as elective or required credit.
- Credit earned through institutional Course Challenge is considered resident credit at CU Boulder.
- *Undergraduate students* may earn credit for undergraduate courses in the current CU Boulder University Catalog through a success Course Challenge.
- *Graduate students* should consult the **Credit for Prior Learning** (<https://www.colorado.edu/academicaffairs/credit-prior-learning>) policy on eligibility.

Charges

CU Boulder assesses a per-credit administrative surcharge for approved Course Challenge requests. The current rate is \$50 per credit hour (based on the number of credits published for a course in the University Catalog (<https://catalog.colorado.edu/courses-a-z/>)). This surcharge will be applied to student account balances only after a Course Challenge request is approved. Refunds are not issued for unsuccessful Course Challenge attempts or for approved Course Challenge requests that are not completed by the student.

Instructions

1. It is recommended that a student consults an academic advisor to discuss how credit earned from a successfully challenged course may fit into their degree plan. A student is also encouraged to consult the dean's office of the college or school offering the course whether a Course Challenge is an appropriate option for a particular course and student's prior knowledge.
2. If a Course Challenge is deemed appropriate based on program applicability and the student's prior learning experiences, the student completes the Course Challenge Request form and submits it to the Office of the Registrar by the published Course Challenge request deadline in a given term.
3. After eligibility requirements are verified by the Office of the Registrar, the form will be routed to the academic college offering the course. If approved by the college or school, the student will be enrolled in a special section of the course and notified by the Office of the Registrar. The surcharge will be applied to their student account. Students may not withdraw from the course once approval is granted and surcharge applied. (Note: If a Course Challenge request is not approved for any reason, the student will be notified by the Office of the Registrar.)
4. The academic unit contacts the student to make arrangements to complete the challenge.
5. The instructor of record submits the final grade earned by the student in Course Challenge assessment.

Deadline to Submit Request

Submit by or before the 'Add' deadline of the standard semester (see Academic Calendar (colorado.edu/registrar/students/calendar)). Assessment must be completed by the last day of classes for the semester.

Course Challenge Request Form

Student Information

First Name _____ Last Name _____ MI _____

Student ID _____ CU Email Address _____

Major _____

Course Information

Course Prefix & Catalog Number (e.g., HIST 1015) _____ Credit Hours _____

If the requested course is designated as GTPathways (cdhe.colorado.gov/guaranteed-transfer-pathways-general-education-curriculum), student may be directed to demonstrate proficiency by completing a CLEP assessment (<https://catalog.colorado.edu/undergraduate/admissions/credit-examination/#collegelevelexaminationprogramclep>), if offered. See Courses A-Z (<https://catalog.colorado.edu/courses-a-z/>).

Student Signature

I have read and understand the Course Challenge policy and eligibility requirements (www.colorado.edu/registrar/students/degree-planning/credit-prior-learning). I understand that the surcharge for an approved Course Challenge request is **non-refundable**, even if I don't successfully pass it or if I fail to complete it.

Student signature _____ Date _____

Academic Program Approval and Signature

Approved Not Approved

If not approved, brief explanation: _____

School of Course Dean's Office Signature _____

Date _____

Instructor(s) of Record

Name _____ Date _____

Name _____ Date _____

For department use: A grade roster will be generated once the student has been approved for a Course Challenge and enrolled in the course. The student must complete the assessment and the instructor grade the assessment/course before the close of the semester's grading period. No Incomplete (I) grades may be assigned. The final grade will be converted to CR (for grades of a C- or better) or U (for grades lower than a C-). Approved Course Challenges not completed by a student by the deadline will be marked Unsatisfactory (U) by the Office of the Registrar.