POLICY:

1. Courses passed on a challenge test will receive a grade of “CG” (credit granted), which will be recorded on the student’s transcript.” These credits will meet graduation requirements, but not residency requirements (see catalog for details).

2. A course may be challenged only once. A student cannot challenge a course they were previously enrolled in.

PROCEDURES FOR CHALLENGE TESTING:

1. The challenge test must be taken within the first two weeks of the semester if the student is enrolled in the class; with the exact time to be determined by each Academic area. The student does not have to be enrolled in the course to challenge test.

2. The student must be accepted into a Post Secondary program. Pre-program status does not count as a Post Secondary program when challenge testing.

3. Please note courses with credits earned through a Challenge Test are not eligible for financial aid.

4. Begin the procedure by making an appointment with the appropriate instructor to discuss course competencies.

5. The cost of the challenge test is 25% of tuition per credit for the course. If the challenge test is not successful the student will not receive a refund for the cost of the challenge test and will be required to successfully complete the course to satisfy graduation requirements.

6. The completed paperwork (including final grade and instructor’s signature) will be returned to the Records office. Completion data will be entered in the PeopleSoft system by Records. A transfer credit report showing completion of the course will be e-mailed to the student.

- Complete form on page 2 -
Step 1: STUDENT SECTION:

Student ID: ____________________________

Last Name: ____________________________ First Name: ____________________________

Address: ____________________________________________

(Street) (City) (State) (Zip)

Program:
Note: ‘Pre-Program’ status does not count as a Post Secondary program for this test.

Course

Testing For: ____________________________

(Course Title) (Course #) (Credits)

Step 2: INSTRUCTOR SECTION:

After discussion with the student it is my professional judgment that he/she has a background that should assure a reasonable chance of a successful evaluation.

Eligible for testing: Yes: _____ No: _____

____ (Instructor’s Signature) (Date)

Instructor Name: ____________________________ Ext: __________ Mailstop: ________

(Please print)

Step 3: RECORDS & REGISTRATION SECTION:

Student is matriculated in program: Yes: _____ No: _____

Student was enrolled in course for a prior term: Yes: _____ No: _____

Eligible for testing: Yes: _____ No: _____

____ (Records Signature) (Date)

Step 4: CASHIER SECTION:

The applicable fee for the 2015/2016 school year is $32.00 per credit. This fee must be paid before the challenge test is completed. The payment must be accompanied by a Miscellaneous Fee Statement.

Fee of $__________ was received by ____________________________ Date _________________

_____ Copy of receipt to Wendi Ludwig or Glenda Czech in the Records Office

Step 5: TESTING CENTER SECTION:

Contact the Testing Center (ext. 1748) to schedule the exam. This form must be submitted to the Testing Center when taking the exam. The Testing Center will forward this form and the completed exam to the instructor for grading.

Step 6: INSTRUCTOR’S SECTION: (Complete after test has been graded)

Successful Evaluation: _____: a grade of “A” or “B” was obtained on an NTC-Approved Challenge Test and I recommend that credit be granted to this student.

Unsuccessful Evaluation: _____: student did not obtain a grade of “B” or better on an NTC-Approved Challenge Test, no credit should be granted to this student.

Instructor’s Signature ____________________________ Date ____________________________

Please forward the completed form to the Records Office for final processing

FOR RECORD’S OFFICE USE ONLY:

Received in Records _____ Credit Granted: _____ Credit Not Granted: _____ Entered in PeopleSoft: _____ Official Grade = CG