

COURSE CHALLENGE REGULATIONS

Undergraduate Records, Main floor, University Centre
PO BOX 3025 STN CSC Victoria BC V8W 3P2

NOTE: COURSE CHALLENGE IS NOT OFFERED BY ALL DEPARTMENTS.

Course Challenge is intended to allow a **registered (excluding unclassified / non-degree status) undergraduate** student to seek credit in a given undergraduate course on the basis of knowledge or experience acquired outside the university. It involves undertaking a special examination or other form of assessment administered by the relevant department, division, or school at a time determined in consultation with the student.

Where course challenge is permitted, it is subject to the following restrictions:

- (a) Course Challenge examination/evaluation normally **must be completed before the end of the period for adding courses** in both Winter Session and Summer Studies, at a time determined by the Department.
- (b) Credit by Course Challenge is limited to a **maximum of 15 units**, or for students in a **diploma** program to a **maximum of 3 units**.
- (c) **No course whose equivalent** appears on a student's secondary school, college or university transcript may be challenged. Students who have attempted the course and been **assigned a Failing Grade are not eligible** to challenge the course.
- (d) **Once credit** in a course at one level has been **obtained, its prerequisite** in the same subject **may not be challenged**.
- (e) A specific course may be **challenged only once**.
- (f) Once the examination or assessment has been administered, the result will be entered on the student's academic record. The student may **not choose whether or not the result will be recorded**.

Once the application **has been approved** by the Department, the **Course Challenge fee is non-refundable***. If the appropriate Departmental Chair permits a Course Challenge, the Chair shall indicate approval by signing the application form and shall inform the student of the time at which the challenge examination will take place. The Course Challenge fee must be paid before the challenge examination is undertaken.

A range of authorized assessment techniques is available for evaluating the student's course challenge. Whatever technique is chosen, it shall be such that the examination procedure and the results are recorded and kept in the department.

The Chair, after having approved the results, will report the grade awarded in the course challenge examination to the student and to Records Services in writing.

The grade will be entered on the student's academic record and will be used in determining the student's sessional standing.

All students, including newly admitted students, are urged to complete challenge examinations before the end of the period for adding courses, so that any course changes necessitated by the examination results can still be made.

* Note: View your student fee account on-line at <http://registrar.uvic.ca/undergrad> (WebView)



APPLICATION FOR COURSE CHALLENGE

STUDENT IS TO SUBMIT THIS APPLICATION DIRECTLY TO **UNDERGRADUATE RECORDS** (by mail—PO Box 3025 STN CSC Victoria BC V8W 3P2, in person—University Centre, Main floor or by Fax—250-721-6225). UNDERGRADUATE RECORDS WILL DETERMINE ELIGIBILITY AND FORWARD THE REQUEST TO THE APPROPRIATE DEPARTMENT FOR REVIEW, IF **ELIGIBLE**.

SESSION/TERM IN WHICH CHALLENGE REQUESTED: WINTER 20 _____ (Term/Yr) SUMMER 20 ____ (Yr)

STUDENT NUMBER: _____ PHONE NUMBER: _____

STUDENT NAME: _____ EMAIL ADDRESS: _____

MAILING ADDRESS: _____

YOUR FACULTY: BUSINESS EDUCATION ENGINEERING FINE ARTS
 HUMANITIES H & SD SCIENCE SOCIAL SCIENCES

YOUR YEAR - CIRLE ONE: 1 2 3 4 Note: Course challenge is not available to unclassified, non-degree students.

I am registered in _____ units during the Session in which I wish to challenge a course.

The undergraduate course I wish to challenge is: COURSE: _____ **UNIT VALUE:** _____

I HAVE READ AND WILL ABIDE BY THE CHALLENGE REGULATIONS (SEE REVERSE OF THIS FORM).

SIGNATURE OF APPLICANT: _____ DATE: _____

- ❖ A Course Challenge normally must be completed BEFORE THE END OF THE PERIOD FOR ADDING COURSES: Contact the appropriate Records Officer if an extension is required.
- ❖ Fees will be assessed--view your student fee account at <http://registrar.uvic.ca/undergrad/> WebView.

AN ELIGIBILITY REVIEW BY THE RECORDS OFFICER IS REQUIRED PRIOR TO THE DEPARTMENTAL REVIEW:

Eligible to challenge the above-noted course subject to department approval.
Course challenge must be completed by: _____

Not eligible to challenge course. Reason for denial: _____

Signature of Records Officer: _____ Date: _____

DEPARTMENT REVIEW / APPROVAL: (if the Eligibility Review by the Records Officer has not been completed, please return this form to Undergraduate Records before proceeding with Dept. Review / Approval.)

The Department of _____ **approves** the Course Challenge request noted above.

The Course Challenge evaluation will take place on _____

The Department of _____ **does not approve** this request to challenge.

Reason for denial: _____

Signature of Instructor: _____ AND Dept. Chair/Director: _____ Date: _____

Once the Department review has been completed, please return this form to the Records Officer in Undergraduate Records.

FOR UNDERGRADUATE RECORDS OFFICE USE:

CUS updated _____ (Session) ISIS updated _____ (Session) Grading material issued Grade received

SPC note added Session max 18 Challenge max 15 Deletion required

Date: _____ Date: _____ Date: _____ Date: _____