Students enrolled during the fall, winter, or spring quarter may challenge courses in subject matter fields in which they are especially qualified through previous training or experience for which credit or advanced placement has not previously been given. Students are not permitted to challenge a course unless enrolled in the course and the instructor has outlined the requirements for successful completion.

Additional regulations for challenging a course are:

1. No course may be challenged after the class has met twice the number of class meetings per week.
2. No course may be challenged during the summer session.
3. Credit by examination will not be granted in course for which the student has received a grade.
4. Units of credit received through this procedure may not apply toward the minimum of 24 resident units required at De Anza for the Associate degree.
5. A maximum of 45 units of credit may be earned by examination.
6. Special limitations apply to challenging courses in sequence. Students challenging a course successfully cannot subsequently challenge a course which normally precedes the course challenged; e.g., a student who has successfully challenged Spanish 2 cannot challenge Spanish 1.
7. Acceptance of challenged credit by a transfer institution depends upon the policies of that institution.

Challenge is limited to those courses recommended by the Divisions and approved by the Vice President of Instruction. The examination may include oral, written or skill tests, or a combination, and will be sufficiently comprehensive to determine that students have essentially the same knowledge and skills as students who successfully complete the course. The grade received is entered on the student's permanent record at the end of the quarter and when a minimum of 15 units have been completed at the college. A student challenging unsuccessfully cannot continue in the course. (Exceptions may be granted by the Academic Council, but only on the basis of a written petition and for compelling reasons.)

A student who wants to challenge a course will:

1. Pick up a petition from the Counseling Center; fill out appropriate parts of the petition and get a counselor's signature.
2. Attach a transcript to the petition.
3. Obtain approval of the instructor.
4. Obtain signatures of the Division Dean and the Vice President of Instruction.

The challenge process has been explained to the student.

Date
Counselor/Academic Advisor Signature
DE ANZA COLLEGE
PETITION FOR CHALLENGING A COURSE

Date ________________

NAME
Last First Middle

SOCIAL SECURITY NUMBER ________________________________

I request permission to take the challenge examination in the following course in which I am currently enrolled:

(Master Number) (Dept. and No.) (Units) (Instructor)

The previous qualifying training or experience for which I have not received credit is as follows: (The department may ask for proof or documentation of training or experience.)

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

________________________________________________________

I do/do not approve.

Instructor of the Course

I do/do not approve.

Division Dean

I do/do not approve.

Vice President of Instruction

Appropriate grade cards have been submitted to the Registrar by Division Dean.

Registrar ____________________________

Date ____________________________

INSTRUCTOR'S USE ONLY

Course No. ____________________________
Date of Exam ____________________________
Grade ____________________________
Signature ____________________________
Instructor ____________________________
(of section in which student enrolled)