

Course Challenge or Prior Experiential Learning Assessment Request

Students must submit this form to the division office prior to day 10 of the quarter

Course Challenge and Prior Learning Assessment Rules

- The student should have previous training, private study, work experience, or other qualifications indicating the student has knowledge or abilities equivalent to course completers.
- Instructional divisions may reserve the right to deny prior learning assessments for specific courses.
- The student will be notified through email by the instructional division or department regarding the request.
- An exam is administered, or portfolio assessed and graded, with grade recorded at the end of the quarter.
- The student cannot concurrently participate in the class the same quarter the challenge is requested.
- Students are charged \$15 per credit for course challenge or portfolio review. To receive credit for alternative learning experience (CALE), students are charged \$40 per class.

Student Name: _____ ID#: _____

Seeking a degree of: _____ Email address: _____

I wish to request challenge by exam or portfolio assessment or during _____ term of _____
Select one year

_____ Course Number _____ Course Title _____ Credits _____

Course Challenge fee (Course Credits x \$15): _____

My preparation for this request is:

My signature below verified that I have read, understand the rules, and meet the qualifications to earn credit by Course Challenge Exam or Prior Learning Assessment.

Signature of Student Date

Request Approved

Request Denied

Signature of Instructor Date Signature of Dean Date

For Department Use only: To be completed and submitted to Enrollment Services by the end of the current quarter's grading period.

Challenge Completed Date _____ Method (Exam or portfolio review) _____ Grade _____

Printed Instructor Name: _____ Instructor Signature: _____ Date _____

Return form to Enrollment Services, enroll@spscc.edu

Adopted Date: 2/2026