

APPLICATION FOR CHALLENGE EXAM CREDIT FOR PRIOR LEARNING

VIRGINIA WESTERN COMMUNITY COLLEGE

Student Information:

Name: _____ EMPLID: _____

First

Last

Address: _____ City/State: _____ Zip Code: _____

Phone Number: _____ VWCC/VCCS E-mail Address: _____

Program of Study: _____ Date of Request: _____

Reason for challenge exam request: _____

Students applying to take a challenge exam must obtain approval from the faculty member or program head, who has agreed to develop, administer and grade the exam. Approval from the Dean is also required.

Course Number: _____ Course Title: _____ Credit Hours: _____

Final Date Exam May Be Taken: _____

Signature of Faculty/Program Head: _____ Date: _____

Signature of Dean: _____ Date: _____

*The dean must submit this form to the Testing Center, **within 48 hours of application date**. The faculty/program head must submit a copy of the Challenge exam and proctoring instructions to the Testing Center. These must be on file before the student can take the exam.*

I understand that this credit may apply to my curriculum at Virginia Western Community College and that it may NOT be accepted at another college. This credit will not be included in my GPA and will show as a T on my transcript. The exam cannot be taken for 48 hours after the request has been made.

Signature of Student: _____ Date: _____

The Testing Center will obtain the student's signature on the date of testing.

VIRGINIA WESTERN

Challenge Exam Process:

- Student request is made to a program advisor or faculty member.
- Application form is completed by the advisor/faculty and emailed to the program head for review and approval.
- Program head may request a meeting with the student or approve, sign, and forward to the Dean.
- Dean reviews, signs, dates and emails the form to the Testing Center.
- Testing Center obtains student signature on the day the test is administered.
- Testing Center submits the signed application and completed test to the faculty member for grading.

09/2024