**SAMUEL MERRITT COLLEGE**
Office of the Registrar
450 30th Street, Suite 2802
Oakland, California 94609
Telephone: 510.869.1550 Fax: 510.869.6204

# CHALLENGE PETITION

Credit by Challenge Examination is a process designed to evaluate knowledge and skill achieved through previous education and/or work experience which cannot be documented through evaluation of transfer credit or institutional credit. The challenge examination process for individual courses includes a theory and, when indicated, a clinical/laboratory component. Courses may be challenged only once. A student cannot challenge a course which s/he previously completed unsuccessfully. The minimum passing grade is a "C-". Challenge courses may not be used to satisfy the residency requirement. All challenge petitions must be filed by the fourth week of the semester.

**Process:**

1. The student must submit the challenge petition to the appropriate department for approval.
2. Once the challenge petition is approved by the department, the student should return the petition to the Office of the Registrar and submit the challenge fee to the Student Accounts Office (see fee schedule in Samuel Merritt College catalog).
3. The Office of the Registrar sends a copy of the petition and the grade sheet to the assigned faculty.

**Student Information:**

| _____ | _____ | _____ |
|---|---|---|
| Name ( Last, First, Middle Initial) | Student ID Number | Today's Date |

**List the theory and/or clinical course being challenged:**

| COURSE NUMBER | COURSE TITLE | UNITS |
|---|---|---|
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**FOR OFFICE USE ONLY:**

Department Chair Signature: _____ Date: _____

Assigned instructor (please print): _____

Date Received by Office of the Registrar: _____

Date Sent to Student Accounts: _____