

Remote Course Challenge Process

In order to be eligible to take a challenge exam, the applicant must be a current or former ACC college-credit student and meet the course prerequisites and institutional enrollment requirements. Students must complete at least one college credit course in residence before challenge exam results will be recorded on an official transcript. A student receives credit by passing the exam with a grade of A or B. Not all courses at ACC may be challenged. A student may not challenge a course more than once. No student may challenge a course for which she/he is currently enrolled or has a grade of A, B, C, D, F, I, W, or AU. Course challenge grades are not computed in students' grade point averages (GPA) nor do they count toward scholastic achievement awards in any given semester.

ALERT: International students may not apply course challenges toward the 12-hour enrollment requirement established by the Department of Homeland Security.

To challenge a course remotely, students, staff and faculty must:

- The student notifies the appropriate academic or workforce dean or department chair via their ACCmail account of their interest in taking a challenge exam.
- The academic or workforce dean or department chair who approves the testing, completes **Step 1** by updating the student's information on the **Remote Course Challenge Form**, and assigns an instructor to administer and grade the test. The academic or workforce dean or department chair obtains the approval of the assigned full-time or part-time instructor who has previously taught the course at ACC and has agreed to administer and grade the challenge examination.
- The academic or workforce dean or department chair emails the course challenge form to the campus Admissions and Enrollment staff.
- The campus Admissions and Enrollment staff completes **Step 2** on the remote challenge form and returns the form to the academic or workforce dean or department chair.
- The student pays a fee of \$10 per credit hour, with a minimum of \$30. The fee can be paid online at https://secure.touchnet.com/C20395_ustores/web/product_detail.jsp?PRODUCTID=464&SINGLESTOR E=true
- The academic or workforce dean or department chair, OR Admissions and Enrollment staff completes **Step 3** by updating the payment information (paid fee amount and receipt number) on the remote challenge form.
- The student takes the Challenge Examination.
- The instructor submits the grade and course information to the academic or workforce dean or department chair.
- The academic or workforce dean or department chair completes **Steps 4 & 5** by updating the remote challenge form with the course information and verified grade and forwards the **COMPLETED** form to the Registrar's Office registrars-office-group@austincc.edu for processing.
- If the grade is A or B, the Registrar's Office staff completes **Step 6**. The verified grade is recorded on the student's official transcript under the heading "Institutional Examination."
- **NOTE:** If the grade is C or lower, it is not recorded. Do **not** submit the form to the Registrar's Office.

Remote Processing Instructions

The **Remote Course Challenge Form** should be filled out by the appropriate academic or workforce dean or department chair, admissions personnel and faculty and then emailed to the Registrar's Office registrars-office-group@austincc.edu for processing. To begin the process, users will simply copy and

paste the remote challenge form into their ACCmail and type in their information. **NOTE: In the subject line of the email, please type "Course Challenge."**

Course Challenge—Institutional Examination <i>(Remote Course Challenge Form)</i>		
Step 1: Student Information & Division/Program Approval		
Student Name:	Student ID#:	
Dept. Task Force Chair/Program Coordinator (Name; Title; Division):	Date:	
Exam Date:	Date Must Be Completed:	
Instructor Administering/Grading Exam (Name; Title):	Department/Division:	
Step 2: Admissions Verification of Student Eligibility for Challenge		
Admissions Staff Name/Title:	Date:	
Verification Student Has Never Been Enrolled in This Course at ACC	A & R Staff Initials:	
Step 3: Fee Must Be Paid Before Examination Can Be Administered		
Fee Paid (\$10 Per Credit Hour)	Receipt No.	
Step 4: Grade Verification by Instructor and/or Dean or Dept. Chair		
Title of Course:	Course Abbreviation:	Course Number:
Instructor's Name:	Date of Exam:	Verified Grade:
Step 5: Return Completed Form To: registrars-office-group@austincc.edu		

Step 6: Registrar's Office Grade Posting and Notification Process:

- Audit form to ensure accuracy
- Post Grade/Credit
- Notify Academic or Workforce Dean or Department Chair
- Notify Student Course Challenge Credit has been posted to their Official Transcript
- Copy Registrar at registrars-office-group@austincc.edu