



Student Records/Graduation
P.O. Box 19000
Portland, OR 97280-0990

Petition for Credit by Examination

Student Records/Graduation
Phone: 971-722-7100
Fax: 971-722-7135

Instructions for Petitioner: Please read the following conditions very carefully. One petition must be submitted for each course challenge. Meet with the appropriate subject area department chairperson to determine the advisability of proceeding with this challenge.

Approved _____
Department Chair Signature

Name _____ G# _____
Address _____ City, State, & Zip _____
Phone _____

I desire to take an examination for the following course:

Dept. Course No. Course Title Credit Hours

I UNDERSTAND AND ACCEPT THE FOLLOWING CONDITIONS:

- I must be registered in credit courses, or have previously completed credit courses at Portland Community College. I must have an established PCC transcript before the challenge credits will be recorded.
- I may challenge a course in which I am presently enrolled only if I have not completed more than three weeks of the course. If I have enrolled for the course I must formally withdraw no later than the third week.
- I understand that challenge credit hours may not be used to meet PCC residency requirements.
- I may take the examination for a specific course only once. If I am successful a letter grade or a grade of pass will be posted to my transcript through a Grade Review Request form submitted by the department chair.
- I may not challenge a course in which I have previously enrolled and have received either a letter grade (A, B, C, D, F), 'W', 'CIP', 'I', 'NP', 'P', 'X', or 'AUD'.
- If I challenge a course which may be transferable to another institution, I will assume the responsibility of determining whether that institution will accept credit earned in this manner.
- I understand this challenge must be completed within two consecutive terms.
- I understand that the charge for this challenge is in addition to any tuition I may have already paid.

Student Signature

If your challenge is successful you must pay the course tuition rate in effect at the time of testing in order to receive credit. **The department chair will not issue your grade until you have presented him or her with a receipt for the balance of the tuition for each class.** The Business Office will forward all documentation to Student Records/Graduation.

Tuition Paid _____
Amount Date Cashier Number