



University of Victoria

Office of the Registrar
Division of Student Affairs
Undergraduate Records
University of Victoria
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Application For Undergraduate Course Challenge

Undergraduate Records will determine eligibility and forward the request to the appropriate department for review.

- A Course Challenge normally must be completed BEFORE THE END OF THE PERIOD FOR ADDING COURSES: Contact the appropriate Records Officer if an extension is required.
Fees will be assessed if Course Challenge is approved - view your account summary.
Challenge is not available to unclassified, non-degree students.

Student Information (please print)

TERM IN WHICH CHALLENGE IS REQUESTED: SEPT - DEC 20 JAN - APR 20 SUMMER 20 (Year)

I am registered in units this term.

Form with fields: Last Name, Given Name(s), Student Number, Year Standing (1, 2, 3, 4) or Diploma Program, Telephone, Email

Faculty selection checkboxes: Business, Education, Engineering & Computer Science, Fine Arts, Human & Social Development, Humanities, Law, Science, Social Sciences

The undergraduate course I wish to challenge is: COURSE: UNIT VALUE:

Student's Signature: I have read and will abide by the challenge regulations (see reverse of this form) Date

AN ELIGIBILITY REVIEW BY THE RECORDS OFFICER IS REQUIRED PRIOR TO THE DEPARTMENTAL REVIEW

UG RECORDS USE ONLY:

Eligible to challenge the above-noted course subject to department approval.

Course Challenge must be completed by:

Not eligible to challenge course. Reason for denial:

Signature of Records Officer: Date:

DEPARTMENTAL REVIEW

(If the Eligibility Review by the Records Officer has not been completed, please return this form to Undergraduate Records before proceeding with Department review/approval.)

The Department of approves the Course Challenge request noted above.

The Course Challenge evaluation will take place on

The Department of does not approve the Course Challenge.

Reason for denial:

Signature of Instructor: AND Dept. Chair/Director: Date:

Once the Department review has been completed please return this form to the Records Officer in Undergraduate Records

For Office Use Only

Form with fields: SSASECT Updated (Session), SFAREGS Updated (Session), Grading Material Issued. Date, Grade Received. Date

Course Challenge Regulations

NOTE: Course Challenge is **NOT** offered by all departments.

Course Challenge is intended to allow a **registered (excluding unclassified / non-degree status) undergraduate** student to seek credit in a given undergraduate course on the basis of knowledge or experience acquired outside the university. It involves undertaking a special examination or other form of assessment administered by the relevant department, division, or school at a time determined in consultation with the student.

Where Course Challenge is permitted, it is subject to the following restrictions:

- (a) Course Challenge examination/evaluation normally **must be completed before the end of the period for adding courses** in both Winter Session and Summer Session, at a time determined by the Department.
- (b) Credit by Course Challenge is limited to a **maximum of 15 units**, or for students in a **diploma** program to a **maximum of 3 units**.
- (c) **No course whose equivalent** appears on a student's secondary school, college or university transcript may be challenged. Students who have attempted the course and been **assigned a Failing Grade are not eligible** to challenge the course.
- (d) **Once credit** in a course at one level has been **obtained, its prerequisite** in the same subject **may not be challenged**.
- (e) A specific course may be **challenged only once**.
- (f) The examination or assessment result will be entered on the student's academic record. The student may **not choose whether or not the result will be recorded**.

If the appropriate Departmental Chair permits a Course Challenge, the Chair shall indicate approval by signing the application form and shall inform the student of the time at which the challenge examination will take place. The Course Challenge fee must be paid before the challenge examination is undertaken. The Course Challenge fee is non-refundable.

A range of authorized assessment techniques is available for evaluating the student's Course Challenge. Whatever technique is chosen, it shall be such that the examination procedure and the results are recorded and kept in the department.

The Chair will approve the results, and report the grade awarded in the Course Challenge examination to the student and to Undergraduate Records in writing.

The grade will be entered on the student's academic record and will be used in determining the student's sessional standing.

All students, including newly admitted students, must normally complete Course Challenge examinations before the end of the period for adding courses, so that any course changes necessitated by the examination results can still be made.

FREEDOM OF INFORMATION/PROTECTION OF PRIVACY: The University of Victoria is committed to treating personal information in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the university's privacy policy. The collection of personal information by the University of Victoria is in accordance with section 26 of FIPPA and the University Act. The university uses the personal information for the purposes of providing educational and related services. For a detailed listing of the collection purposes see [Schedule A, Procedures for the Management of Personal Information](#) on the University Secretary's website. Should you have any questions concerning your personal information please contact the access and privacy office at privacyinfo@uvic.ca.