

Students seeking course credit from Virginia Peninsula based on previous learning experiences may request a portfolio review or challenge examination (see the Advanced Standing Guide in our College Catalog). A satisfactory review of the portfolio or a passing score on the examination will result in credit being awarded for the course. Students must be enrolled in a program for which the course is required.

To be completed by student:

ID#: _____ First Name: _____ Last Name: _____

Email: _____@email.vccs.edu Phone: _____

Program of Study: _____ Catalog Year: _____

Student signature: _____ Date: _____

Next, visit the appropriate academic division (based on the course you want to challenge) and request the Dean to complete the section below and refer you to a faculty member who will administer the exam or review your portfolio.

Thereafter, provide this form to the faculty member and schedule an exam or review session. After administering the test or completing their review, the faculty member will indicate the results in the last section.

To be completed by Division Dean or their designee:

Dean's Review

Subject and course number: _____

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Approved

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Denied

Dean's signature: _____ Date: _____
(Dean of the division under which the course falls)

To be completed by the faculty member (or designee) administering the exam or completing the review.

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Pass

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Fall

Test administrator's signature: _____ Date: _____

For Office Use Only

Credit awarded: _____

Processed by: _____

Date: _____