

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.

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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.

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To be completed by Division Dean or their designee:

**Dean's Review**

Subject and course number: \_\_\_\_\_

**Approved****Denied**

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

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

**Pass****Fall**

Test administrator's signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**For Office Use Only**

Credit awarded: \_\_\_\_\_

Processed by: \_\_\_\_\_

Date: \_\_\_\_\_