



Competency Based Assessment Application

Part 1 (To be Filled Out By Student)

DATE: _____ APPROVAL FOR: _____ SEMESTER _____ YEAR

STUDENT ID: _____ DATE OF BIRTH: _____

STUDENT NAME: _____

STUDENT PHONE NUMBER: () _____ - _____

MAJOR: _____

CLASS LEVEL: _____ CREDITS EARNED: _____ CUMULATIVE GPA: _____

COURSE SUBJECT AND CATALOG NUMBER: _____

(Please note if requesting an assessment for multiple courses please attach a list to this form when it is submitted)

HAVE YOU EVER BEEN ENROLLED IN THE CLASS(S) FOR WHICH YOU ARE LOOKING TO RECEIVE CREDIT? _____

HAVE THE PREREQUISITES FOR THIS COURSE(S) BEEN SATISFIED? _____

I ACCEPTED AND AGREE TO THE REQUIREMENTS FOR ASSESSMENT AS DESCRIBED IN THE UNIVERSITY CATALOG.

DOCUMENTATION TO BE REVIEWED MUST BE ATTACHED TO THIS APPLICATION

additional information could be requested by your department chair

STUDENT SIGNATURE: _____ DATE: _____

PLEASE SUBMIT FORM TO REGISTRAR'S OFFICE ONCE TOP PORTION IS COMPLETED. THE REMAINDER IS TO BE COMPLETED BY REGISTRAR and ACADEMIC DEPARTMENTS

Part 2 (To Be Filled Out By Registrar)

THE ACADEMIC RECORD OF THIS STUDENT HAS BEEN REVIEWED.

THE PETITION FOR THIS ASSESSMENT HAS BEEN _____ REVIEWED _____ DENIED

REASON: _____

REGISTRAR'S OFFICE SIGNATURE: _____ DATE: _____

Part 3 (To Be Completed By Department & Registrar)

REVIEWER'S SIGNATURE: _____ DATE: _____

REVIEWER'S NAME (PLEASE PRINT): _____

DEPARTMENT CHAIR: (print/sign) _____ / _____

DIRECTOR OF CONTINUING & PROFESSIONAL STUDIES: (part time students) _____

DATE: _____

ASSESSMENT REVIEW REQUIREMENTS HAVE BEEN REVIEWED AND CREDITS WILL BE APPLIED:

REGISTRAR'S SIGNATURE: _____ DATE: _____



COURSE CHALLENGE & COMPETENCY BASED ASSESSMENT PROCEDURE

1. A matriculated student with a cumulative GPA of at least 2.00 who believes s/he has the competence in the subject matter of a course worthy of a grade of "C" or better in that course may petition the Registrar for the opportunity to demonstrate that competence via a course challenge or competency based assessment. After reviewing the student's academic record, the Registrar will establish whether the student has the right to request a course challenge or competency based assessment based on the restrictions / criteria outlined in the college catalog.
2. A course challenge or competency based assessment is not permitted if the student has been enrolled in the course for any period of time. Also, all prerequisites must be satisfied prior to the approval of a course challenge or competency based assessment. Unsuccessful challenges or assessments will have no opportunity to challenge the course again. If a qualified instructor is not available, the challenge or review will not take place.
3. The fee for a course challenge or competency based assessment is not included in the regular tuition charges. Contact the Bursar's Office for the fees associated with challenging a course or having an assessment conducted.
4. The student will consult with the chair of the department that teaches the course to request an appropriate faculty member to administer the challenge or conduct the assessment. If a qualified instructor is not available, the course challenge or competency based assessment will not take place.
5. Once all required signatures are obtained and the fee has been paid, the Office of the Registrar will notify the instructor and student that the course challenge or competency based assessment has been approved. The Office of the Registrar will forward the Grade Form to the instructor for use when the challenge or assessment is complete. The challenge or assessment must be completed and graded within the semester in which it was approved.
6. The instructor will determine the basis upon which the challenge or competency based assessment will be conducted (examination, portfolio, etc.) and will confer with the student in preparing for the challenge or review procedure. In any case, the student will be required to present evidence in support of his/her contention of competency.
7. The instructor will determine whether or not the student's competency in the subject is equivalent to "C" or better in the course(s). The instructor will submit the Grade Form to the Office of the Registrar. A successful course is graded with a grade of "CC" and the grade does not affect the cumulative GPA.
8. Students may petition to have up to five courses earned via course challenge or competency based assessment while attending DeVal. Not all courses may be challenged or earned by competency based assessment. Courses may be challenged, or competency based assessment conducted, only with the consent of the department that teaches the course.