

IMPORTANT: PLEASE READ INSTRUCTIONS PRIOR TO COMPLETING THIS FORM

PART 1: To be completed by the student and returned with payment to the Service Hub (POD 150).

_____ Degree Student Certificate Student

Student ID No. _____

Program Name _____

First Name _____ Middle Initial _____

Last Name _____

Suite/Apt. No. _____ No. and Street Address _____

City/town _____ Province/State _____ Postal/Zip Code _____

Phone Number _____ Ryerson E-mail Address _____

COURSE TO BE CHALLENGED:

Course Code _____ Course Title _____

Dept. Account # _____	55.00
Curriculum Advising Acct # 1-11-10041-5202	120.00
Total	\$175.00

PART 2: To be completed by Curriculum Advising/Teaching Department

STUDENT IS INELIGIBLE TO CHALLENGE THE ABOVE COURSE FOR THE FOLLOWING REASON(S): _____

STUDENT IS ELIGIBLE TO CHALLENGE THE ABOVE COURSE. THE REQUIREMENT FOR THE CHALLENGE IS AS FOLLOWS:

INTERVIEW SPECIAL EXAMINATION REGULAR EXAMINATION

DATE: Day Month Year TIME: _____ a.m. p.m. LOCATION: _____

SUPPORTING DOCUMENTATION _____

SIGNATURE OF CHAIR/DIRECTOR OF TEACHING DEPT.

PRINT NAME

PART 3: To be completed by Teaching Department after course is challenged. Return to Curriculum Advising.

RESULT OF CHALLENGE: PASSED FAILED

SIGNATURE OF EXAMINER

SIGNATURE OF CHAIR/DIRECTOR OF TEACHING DEPT.

PART 4: Final approval to be completed by Curriculum Advising.

IF A CHALLENGE IS SUCCESSFUL, A CHALLENGE CREDIT ('CHG' DESIGNATION) WILL BE ADDED TO THE STUDENT'S ACADEMIC RECORD.

SIGNATURE CURRICULUM ADVISING

DATE: Day Month Year

VISA	MASTERCARD	AMEX	I authorize Ryerson University to charge \$ _____ for the payment of my Challenge Credit to my VISA/Mastercard/American Express (AMEX) account. I acknowledge that my Challenge Credit request will not be processed in the event of a declined credit card transaction.
Card Number: _____			
Name on Card: _____			
Expiry Date: Month _____ Year _____	_____ CARDHOLDER SIGNATURE		STUDENT NUMBER

CHALLENGE CREDIT APPLICATION FORM

PURPOSE

A Challenge Credit enables students to earn academic credit for learning and experience outside of the traditional post-secondary environment without meeting the normal requirements of enrolment, attendance and instruction.

POLICIES

1. A Challenge Credit is subject to departmental regulations. Not all courses in all disciplines can be challenged. Students are responsible for understanding all criteria for successful completion of a challenge, as set by the Teaching Department of the course under challenge.
2. A Challenge Credit is available only to students formally admitted to, and enrolled in a program leading to an undergraduate degree or certificate. Special Students and/or students who have a Permanent Program Withdrawal or Required to Withdraw Standing are not eligible for Challenge Credit.
3. A maximum of five single-term Challenge Credits may be acquired in an undergraduate degree program. A maximum of two single-term Challenge Credits may be acquired in a certificate program.
4. A student may not challenge a course in which he/she is or has previously been enrolled in at Ryerson or at any other institution; or which he/she has already unsuccessfully challenged.
5. The criteria for approval of each Challenge Credit is determined by the Teaching Department of the course being challenged. All decisions are final and may not be appealed.

PROCEDURES

1. Contact the Teaching Department of the course you wish to challenge, prior to submitting the application form, to determine if the course is eligible for challenge.
2. Complete the application form, pay the required \$175 fee and drop off the form at the Service Hub (POD 150).
3. If you are not eligible to proceed with the Challenge Credit application, you will be notified by e-mail (@ryerson.ca) within two to four weeks and a full refund will be issued and mailed to the address on RAMSS within four to six weeks.
4. Supporting documentation, if applicable, must be submitted with your application (e.g. copy of a CNA certificate). Further documentation or examination may be requested by the Teaching Department assessing the application.
5. If the challenge is successful, it will be recorded on your academic record as 'CHG' and will not be included in your Grade Point Average.

MORE INFORMATION

For more information on Challenge Credits please refer to the following websites:

www.ryerson.ca/calendar
www.ryerson.ca/studentguide
www.ryerson.ca/curriculumadvising