

## CHALLENGE CREDIT APPLICATION FORM

Please complete form by downloading and using an Adobe product, such as Reader or Acrobat. Digital signatures are required for accessibility.

IMPORTANT: PLEASE READ INSTRUCTIONS PRIOR TO COMPLETING THIS FORM

**PART 1:** To be completed by the student and emailed to [gradinfo@torontomu.ca](mailto:gradinfo@torontomu.ca).

Student ID Number \_\_\_\_\_ ☐ Degree Student ☐ Certificate Student

Program Name \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

**COURSE TO BE  
CHALLENGED:**

Course Code \_\_\_\_\_ Course Title \_\_\_\_\_

**PART 2: To be completed by 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: 

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 TIME: \_\_\_\_\_ ☐ a.m. ☐ p.m. LOCATION: \_\_\_\_\_  
Day Month Year

☐ 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 OF CURRICULUM ADVISING OFFICER DATE: 

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Day Month Year

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## 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 being challenged.
2. A Challenge Credit is available 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 three one-term, one-count Challenge Credits may be granted towards an undergraduate degree program. For the G. Raymond Chang School of Continuing Education certificate programs, a maximum of 3 courses, but not exceeding 50% of the certificate requirements, is allowed.
4. A student may not challenge a course they have previously been enrolled in at Toronto Metropolitan University or at any other institution; or they have 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, and pay the required \$175 fee using the Self Service Fee Payment form through the eForms Centre in MyServiceHub.
3. If you are not eligible to proceed with the Challenge Credit application, you will be notified by e-mail (@torontomu.ca) within two to four weeks and a full refund will be issued 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.

For more information on Challenge Credits please refer to the following website: <https://www.torontomu.ca/curriculum-advising/>