



Petition to Request an Institutional Challenge Exam

Full Legal Name: _____
Contact Phone: _____
Email Address: _____
Major & Track: _____
First Term as a Degree-Seeking Student: FA SP SU 20 _____

PHC ID: _____
Anticipated Graduation: _____
Catalog Year: _____
Minor (if applicable): _____
Credits already earned through ICE: _____

1. Institutional Challenge Exam Request

I am petitioning to take an ICE and, in accordance with the policy (right), have attached evidence of significant professional, vocational or other academic experience. I understand that this petition is subject to the agreement of the Registrar and Department Chairman. If granted, I may be responsible, if necessary, for identifying an acceptable proctor for this exam. Furthermore, I understand that a \$110 proficiency test fee will be added to my student account regardless of the outcome of the exam. If this exam is passed, I understand that the outcome will not influence my grade point average; further, I understand any appeal of the results must follow the academic grievance policy.

Course/ICE Requested: _____ Credits: _____

Student Signature: _____ Date: _____

2. Student Eligibility Approval

The student adequately meets the policy criteria, has not requested an ICE for learning already transcribed or course attempted, and has provided adequate evidence of prior professional, vocational, or other academic experience. The Petition to take an ICE IS or IS NOT (circle one) recommended for Approval.

Comments: _____

Registrar: _____ Date: _____

3. Institutional Challenge Exam Approval

The Student's Eligibility to take an ICE is confirmed. The course requested is approved for ICE and this Petition is assigned to the following professor:

Department Chairman: _____ Date: _____

Institutional Challenge Exam Policy

Enrolled degree seeking students who can demonstrate exceptional prior learning in a content area may petition for eligibility to take an Institutional Challenge Exam (ICE), which must be completed within the first semester after matriculation. To qualify, students must submit the Petition to the Registrar with either evidence of significant professional, vocational, or other life experience (e.g. certification, letter of reference) or, if the basis of the application is a college-level course that PHC cannot accept for transfer credit, a transcript from that institution.

Professors administering the ICE will provide students whose Petitions have been accepted a copy of the latest syllabus for the relevant course. An ICE covers at least 60% of the content of the course; ICE also covers the course objectives in a substantive way and to a degree reasonable in the context of an exam.

If granted, the student is responsible for identifying an acceptable proctor for this exam. The testing fee is added to the student's account regardless of the outcome of the exam.

The ICE may only be attempted once per course; ICE's cannot be taken for courses in which the student is enrolled, was previously enrolled, or in courses for which the student did not earn the minimum satisfactory grade (including grades of F, W, WP, and WF). The minimum passing score for the ICE Exam is a "C" (75%). ICE grades do not influence the GPA, being treated like transfer courses. Students may earn a maximum of 12 credits through ICE.

4. Institutional Challenge Exam Results

Upon reviewing the results of the College-administered Institutional Challenge Exam, I hereby certify that this student

has has not (select one) earned a 75% on an exam that covered at least 60% of the content and course objectives of the course, as identified on the course syllabus.

Faculty Signature: _____

Date: _____

Please attach copies of written exams, evaluations, interview notes, etc.