Prior Learning Assessment
MCC Challenge Exam Application

Students wishing to demonstrate course proficiency may challenge selected credit courses by taking a challenge exam. Students must meet the following criteria:

- Not be enrolled in the course being challenged.
- Cannot have completed the course previously with a grade (Institutional course proficiency may not be earned for any course in which a student has already earned a grade of A, B, C, D, F, I, AUDIT).
- Credit through “MCC Challenge Exams” is only awarded for courses approved by individual departments.
- Credit granted may apply toward the student’s current listed major only and may not transfer to other institutions.

Procedures

1. The student will contact the Prior Learning Assessments (PLA) Center to verify challenge exam options in the student’s major.
   - The PLA Center will assess the student’s qualifications to test.
   - The PLA Center will provide information about testing procedures and criteria to be successful on the test, including application procedures and payment requirements.
   - The PLA Center will setup the challenge exam at one of the MCC Testing Centers.
   - NOTE: Students registering for INFO 1001 and INFO 1003 Challenge Exams will be referred to specific instructions.

2. Prior to testing, a fee of $40 (non-refundable payment) for each challenge examination is payable either by phone or in person:
   - Student Accounts – 531-622-2405
   - Cashier’s Office
     - Student Services – Applied Technology Center (ATC), Elkhorn Valley Campus (EVC), Fort Omaha Campus (FOC – CASC building), South Omaha Campus (SOC)
     - Main Office – Fremont and Sarpy Center
   - Students completing the INFO 1001 Challenge Exam will not be required to pay the $40 fee.

3. The student completes the application and proceeds to take the exam at the specified location. All applications must be completed prior to testing.

4. The completed challenge exam and completed application will be sent to the appropriate instructor for grading. The INFO 1001 Challenge Exam will be certified through the Testing Center.

5. The instructor will notify the student and the Academic Dean of the results of the challenge exam.

6. The Academic Dean will submit required paperwork to the Records office for posting to the student’s official transcript. The completed challenge exam will be kept in the Academic Dean’s office.
Prior Learning Assessment  
MCC Challenge Exam Application

To the Student: Please complete the application below and submit to the Testing Center prior to testing.

<table>
<thead>
<tr>
<th>Student Name:</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>MCC ID:</td>
<td></td>
</tr>
<tr>
<td>Address:</td>
<td>Street: City: State: Zip Code:</td>
</tr>
<tr>
<td>Phone:</td>
<td>( )</td>
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</table>

**Petitioned Course**

<table>
<thead>
<tr>
<th>PREFIX</th>
<th>COURSE NUMBER</th>
<th>COURSE NAME</th>
<th>CREDIT HOURS</th>
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</table>

Eligibility to test is confirmed by PLA Center Staff, Counselor, Navigator, or Advisor

Signature: ____________________________ Date: ______________

Student Signature: ____________________________ Date: ______________

Testing Center Technician Signature

(For INFO 1001 only) ____________________________ Date: ______________

Academic Dean Signature: ____________________________ Date: ______________

**RESULTS**

Grade or Score: __________ Evaluated by(Staff Signature): ______________

[ ] Pass

[ ] Did not Pass

To the Counselor, Advisor, Navigator, Academic Dean: Please email the completed application to records@mccneb.edu. For INFO 1001 – please include certificate with the application.

FOR OFFICIAL USE ONLY

<table>
<thead>
<tr>
<th>Student Services</th>
<th>Records Office</th>
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<tbody>
<tr>
<td>Receipt #: __________</td>
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</tr>
<tr>
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<td>Date: ______________</td>
</tr>
<tr>
<td>Date: ______________</td>
<td></td>
</tr>
<tr>
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9/28/2021