SUBJECT: Credit-by-Challenge Submission and Registration Policy

Beginning the 2015 fall semester, students in the North American-Trained PharmD (NTPD) Program will have structured registration dates for their Advance Pharmacy Practice Experience (APPE) credit-by-challenge submissions. Registration will open per semester as outlined on the Distance Degrees and Programs’ academic calendar. Registration will close on the dates defined below.

In addition, any student who submits a credit-by-challenge within the semester the student intends to graduate will be charged the late credit-by-challenge submission fee if a student’s credit-by-challenge is not registered by the first day of the semester as listed on the DDP’s academic calendar. Credit-by-challenge registration closes by the dates as listed below. The late credit-by-challenge submission fee is $200 per week and the student can be charged up to a maximum of $1,000 per credit-by-challenge submission. For example, if the student submits a credit-by-challenge seven business days into the semester, then the student will be charged $400 since the student submitted the credit-by-challenge during the second week of the semester.

Credit-by-challenge registration closes each semester on the following dates:

- Fall Semester – October 1
- Spring Semester – March 1
- Summer Semester – July 1

If any of the dates listed above fall on a weekend or United States holiday when the DDP Office is closed, then the deadline will be the next business day.

Pre-Review and Registration Process

As part of the registration process, every student has a draft version of his/her credit-by-challenge pre-reviewed by the DDP Office to ensure the credit-by-challenge supports defined formatting standards. The pre-review process can take up to one business week due to the number of credit-by-challenges the DDP Office pre-reviews. Therefore, the DDP Office encourages students to submit a draft version of their credit-by-challenge for pre-review at least two weeks prior to registration deadline.

After the pre-review process is completed, the student will receive a registration form, which the student will complete and return to the DDP Office along with three copies of the credit-by-challenge. The DDP Office will provide the registration form to the Registrar’s Office, and the Registrar’s Office will register the student for the credit-by-challenge.

A student who has a hold on his/her account will need to have the hold removed, so the credit-by-challenge is registered prior to the deadline. It is the student’s responsibility to have the hold released, so the Registrar’s Office can properly register the credit-by-challenge. Any credit-by-challenge not registered by the semester’s deadline will result in moving the registration and credit-by-challenge review process to the next semester. In addition, any student planning to graduate and does not have a credit-by-challenge registered by the deadline date will have his/her graduation moved to the next graduation cycle.

Please contact the DDP Office at ntpd@ucdenver.edu concerning any questions about this policy.