



**DATE:** Wednesday, December 20, 2023

**SUBJECT: Credit-by-Challenge Registration Policy**

Credit-by-challenge registration will begin on the semester registration open date and end on the first day of the semester. These dates are outlined on the Distance Degrees and Programs' [academic calendar](#). Students who do not register their credit-by-challenge by the first day of the semester will register their credit-by-challenge the following semester.

The rationale for this change is to support updated graduation deadlines provided by the Anschutz Medical Campus Registrar's Office, and to allow the DDP office and the NTPD students the appropriate amount of time to complete the credit-by-challenge review and addendum process.

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 occur on 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 the next steps to submit the final electronic version of the credit-by-challenge and registration instructions.

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 to 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 who 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 [Pharmacy.Online@cuanschutz.edu](mailto:Pharmacy.Online@cuanschutz.edu) concerning any questions about this policy.