

The procedure to challenge a course by exam is as follows:

- 1) Inform the instructor with whom you wish to challenge a course and obtain the instructor's signature giving permission. The signature of the Department Chair is also required.
- 2) Sign your name under the Department Chair signature line on this form and bring to the Business Office located in the Administration Building. Payment **must** be made and validated by the Business Office before the exam is taken. The fee for challenging a course is: \$  Verified by (Business Office Official):
- 3) Give form to the instructor and arrange to take the exam. **After** the exam, the instructor will record the results of the exam.
- 4) Instructor will then return the form to the Registrar's Office and appropriate credit will be added to student's transcript. **Please leave no information blank.**

## INSTRUCTOR & DEPARTMENT CHAIR PERMISSION

I hereby agree to allow the student listed below to challenge the following course:

Student: \_\_\_\_\_ ID# \_\_\_\_\_  
Last First M.I.

Course: \_\_\_\_\_ Credits \_\_\_\_\_  
Course number Title

Instructor Signature: \_\_\_\_\_ Date \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date \_\_\_\_\_

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

## BUSINESS OFFICE VALIDATION

This is to verify that the above student has paid the course challenge fee and is now eligible to take the exam.

Business Office Signature: \_\_\_\_\_ Date \_\_\_\_\_

## INSTRUCTOR VERIFICATION OF PASSING GRADE

I have administered the appropriate course challenge exam to the above named student who has received a grade of \_\_\_\_\_.  
 Please add credit for this course to the student's transcript. S/NS

Instructor Signature: \_\_\_\_\_ Date \_\_\_\_\_ Department \_\_\_\_\_

## FOR BUSINESS OFFICE USE ONLY

Charge \_\_\_\_\_ ID# \_\_\_\_\_, \$

For \_\_\_\_\_ Credit account #10-0000-43039-0