

Course Challenge Request



The fee for writing a Course Challenge exam is one half the regular course tuition and must be paid to Registration and Student Finance prior to the administration of the exam. Students must achieve a grade of at least C- (Alpha 4.00 scale) in order to receive credit for a course being challenged. A course can only be challenged during the add/drop period of the semester it is offered, but approval can be obtained in advance.

1. Student

Date: _____ Student ID: _____

Last Name: _____ First Name: _____

Course Being Challenged: _____ Course Instructor: _____

Basis For Challenge: _____

- ◆ In applying for a challenge exam based on non-credit study at another institution, the student may be required to provide an official transcript and other documentation including one or more of the following: course outlines, course descriptions and a list of textual materials.
- ◆ In applying for a challenge exam for work-related experience, the student shall provide documentation describing the nature and duration of the work experience and the name of a reference from the place of employment.
- ◆ In challenging courses with lab components, a student is required to demonstrate sufficient applied experience to approximate the lab.
- ◆ Successful challenge will result in the course being listed on your transcript as advance credit.

After the above information is completed, please submit this form to Registration and Student Finance

2. Registration and Student Finance (After Enrolment Management and Registrar's approval and payment, make copy for student's file; return original to student to complete step 3.)

Challenge Exam Credit Received to Date: _____ Advance Credit Received to Date: _____

Registrar's Approval: _____ Date: _____

Receipt Number: _____ Date: _____ Registry Signature: _____

3. Instructor (Please ensure Registration and Student Finance Office section is complete before administering exam.)

Exam Date: _____ (Note: Exam must be written by add/drop deadline.)

Mark: _____ Instructor's Signature: _____

Instructor, please return this form to the Registration and Student Finance Office once all sections are completed.