

APPLICATION FOR COURSE CHALLENGE EXAM RULE 15c

- After the student has been granted permission to challenge a course by the advisor or department chair and of the chair of the department offering the course, the application form with steps I and II completed is returned to the Office of the Registrar.
- The Registrar's Office checks the student's record to verify the student is eligible to take the exam. The Registrar's Office will send the application to the department offering the course with step III completed.
- The Registrar's Office will notify the student via email (see below). It is the student's responsibility to contact the department to arrange a test date prior to the last day of instruction for the term.
- Upon completion of the exam the examiner completes step IV and returns the form to the Office of the Registrar.
- The student will be notified via WSU email of the grade to be posted at the end of the term. The department will receive a copy of the form once the grade has been recorded on the transcript.

Step I

Student Name: _____ ID# _____

Seeking a degree of : B.A. B.S. Other: _____ with a major in: _____

I wish to challenge the following course during the Fall, Spring, or Summer Term of _____ (year).
 _____ Credits _____

Course Prefix	Course Number	Title
My preparation to take the challenge exam for this course is: _____		

My signature below verifies that I have read and meet the qualifications to earn credit by Course Challenge exam (Academic Rule 15c). I also understand that once my application has been approved by the Registrar's Office my Student Account will be charged the established fee for the exam. My email address where I will be sent notice of approval: _____

 Signature of Student _____ Date _____

Step II

- No exam under this regulation may be conducted after the last day of instruction of the academic term.
- The student must be enrolled as a matriculated student when taking the exam.
- The student may not challenge any course which the student has audited, attended and withdrew from, or in which the student has received a final grade.
- Upper-division students may not receive credit by challenge examination in lower-division courses in their major field.
- Undergraduate students may not receive credit by challenge examination in any course prerequisite to a course in which they are enrolled or have received a final grade.
- The maximum credit for challenge examinations is 30 semester hours unless permission is obtained from the student's academic dean.
- **Grade results of challenged course must be forwarded to the Registrar's Office no later than the grading deadline for the academic term.**

This application has been approved by:

- Signature of student's **Advisor or Chair** _____ Date _____
- Signature of **Department Chair for Course** _____ Date _____

The signature below is only needed if student has already reached the maximum credit limit of 30 semester hours.

- Signature of student's **Academic Dean** _____ Date _____

Step III

Approved by Registrar's Office _____ Date _____ Last day for exam _____ Grade Due in RO _____

Date Fee Posted in zsis _____ Date Notified Student of Approval _____ Date form sent to Instructor _____

Step IV

I certify a grade of "S" or "F" for this student. (Rule 90f) _____

 Instructor/Examiner _____ Date _____