

**CHALLENGE EXAM REQUEST**

Fee Payment; Date of payment

**Policies:** A student may not challenge a lower level course in the same subject or related subject area that the student has already received credit in at a more advanced level. A student enrolled in a more advanced course may not challenge a lower level course in the same subject or related subject area. A student may not challenge a course that has been previously attempted. Credit earned in challenge examinations are not considered resident credit, do not count as part of a student's credit load for any given semester, nor are they computed into the grade point average. Successful challenge examinations are posted as a pass on the student's transcript. Challenge examinations may not transfer to other academic institutions and may not count for licensing agencies. Official transcripts from other colleges/institutions must be on file with Admissions and Records before a challenge exam request may be approved (exceptions for unofficial transcripts approved only by the director). WNC reserves the right to deny any petition for challenge examination credit.

**Instructions:** Complete this form to challenge a class and submit request to Instructor for approval first, and then to the Director of Admissions and Records for final approval. If both approvals are granted pay the \$25.00 non refundable fee and return form to Admissions and Records. The Instructor/proctor is responsible for picking up the form from Admissions, administering the exam, and then bringing this completed form with a copy of the exam attached to Admissions and Records for processing. The exam must be completed and submitted to Admissions and Records by the approval date issued by the director. A student must have completed coursework for credit at WNC before challenge credit will be placed on an official academic transcript. An unofficial transcript will be mailed to the student once the exam is finalized and processed.

**PRINT CLEARLY OR TYPE**

Name: \_\_\_\_\_ Student ID Number: \_\_\_\_\_ Phone: \_\_\_\_\_  
(SS number if ID number unknown)

Mailing address: \_\_\_\_\_  
Street City State Zip Code

Colleges attended previously: \_\_\_\_\_

Prefix/number of course requested to challenge: (example: ENG 101): \_\_\_\_\_

Credits \_\_\_\_\_ Instructor/Proctor of exam: \_\_\_\_\_

Why challenge exam is requested: \_\_\_\_\_

I certify under penalty of perjury that the above information is true, accurate and complete. I understand the intentional falsification of information on this document is cause for the revocation of any challenge examination credit awarded.

\_\_\_\_\_  
Signature of Student Date

Instructor approved: \_\_\_\_\_ Not approved: \_\_\_\_\_  
Signature of Instructor Date

Director approved: \_\_\_\_\_ Director approval valid through: \_\_\_\_\_

Not approved: \_\_\_\_\_ Reason: \_\_\_\_\_

\_\_\_\_\_  
Signature of Director of Admissions & Records Date

**CHALLENGE EXAMINATION - RESULTS**

Date of test: \_\_\_\_\_ Grade (Pass or fail): \_\_\_\_\_

\_\_\_\_\_  
Signature of Instructor Date

Transcribed by \_\_\_\_\_ Date \_\_\_\_\_