



Academic Records, 1200 Kenwood Ave., Duluth, MN 55811  
Phone: 218-723-6129 Email: registrar@css.edu

## CREDIT FOR CHALLENGE EXAM

### PROCEDURE

#### Upon completion of the form:

1. Student brings the form to the Student Accounts Office (T2116) and pays \$50 per credit challenged.
2. Student Accounts Office signs the form and attaches a copy of the payment receipt.
3. Student takes the challenge exam(s).
4. Department chair signs the form verifying the credits to be granted.
5. Department chair sends the completed and signed form to the Academic Record's Office.
6. Academic Records verifies that the course(s) meet all policies and, if appropriate, records the credit(s).

Name: \_\_\_\_\_ CSS I.D.#: \_\_\_\_\_

The above named student qualifies to receive credit for (list courses and credits being challenged):

<u>Course Number and Title</u>	<u>Credits</u>
_____	_____
_____	_____
_____	_____
_____	_____

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

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Student Accounts Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_ Amt Pd \_\_\_\_\_  
(Attach Receipt)