**CREDIT FOR CHALLENGE EXAM**

**PROCEDURE**

**Upon completion of the form:**

1. **Student** brings the form to the Student Accounts Office (T1127) 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 Registrar’s Office.
6. **Registrar** 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):

<table>
<thead>
<tr>
<th>Course Number and Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Department Chair Signature:** ____________________________  **Date:** __________

---

**Registrar’s Signature:** ____________________________  **Date:** __________

**Student Accounts Office Signature:** ____________________________  **Date:** __________  **Amt Pd:** __________

(Attach Receipt)

Rev. 5.15.2018
Effective 2018-2019