**PROCEDURE**

1. Student picks up form in Registrar’s Office.
2. Student lists courses and credits being challenged.
3. Student brings the form to the Business Office and pays $50 per credit challenged.
4. Business Office signs the form and attaches a copy of the payment receipt.
5. Student takes the challenge exam(s).
6. Department chair signs the form verifying the credits to be granted.
7. Department chair sends the completed and signed form to the Registrar’s Office.
8. Registrar verifies that the course(s) meet all policies and, if appropriate, records the credit(s).

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Name: ________________________________  CSS I.D.#: _________________  CSS Box: __________

The above named student qualifies to receive credit for:

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

Business Office Signature: ______________________________  Date: _______  Amt Pd ________

(Attach Receipt)

Department Chair Signature: ____________________________  Date: _______

Registrar’s Signature: ________________________________  Date: _______

*Please retain a copy for your records. You will not receive a copy once processed.*

*online version revised 11/07*