



## Challenge Examination Request, Payment, Administration, and Reporting Form

**PART A: To be completed and submitted by the student prior to the deadline for the first submission of progress grades in the term for which the request is submitted.**

Student: \_\_\_\_\_ ID: \_\_\_\_\_

### Request challenge for:

- Course designator and number (ex. ENG 110): \_\_\_\_\_
- Course name: \_\_\_\_\_
- Credit hours: \_\_\_\_\_
- Academic term and year of request (ex. Fall 2023): \_\_\_\_\_

### Eligibility criteria, awarding of credit, and associated charges:

1. A course is ineligible for a Challenge Exam if:
  - A Challenge Exam has previously been taken for the course;
  - A grade of A, B, C, D, F, or P has previously been earned;
  - The student is currently enrolled in the course; or
  - The course has an associated practicum.
2. Credit awarded based on successful challenge exams scores will be assigned a grade of CX on the student's transcript.
3. Credit hours earned by challenge exam are not included in the calculation of GPA.
4. If planning to transfer to another institution, the student should consult the receiving institution concerning transferability of credit by Challenge Exam.
5. A non-refundable charge of \$25 per credit hour is assessed prior to exam administration.
6. Challenge Exams may not be available during the summer.
7. Challenge Exams must be administered between the last day to withdraw with a grade of W and the end of the last day of final exams in the term for which the request is submitted.
8. Students must respond within two weeks of email notification from the examiner.
9. Deadlines related to form completion:
  - Part A of the Challenge Examination Request Form must be received prior to the deadline for the first submission of progress grades in the term for which the request is submitted;
  - Parts B and C of the Challenge Examination Request Form must be completed prior to the midterm grade submission deadline in the term for which the request is submitted; and
  - Part D of the Challenge Examination Request Form must be completed prior to the final grade submission deadline in the term for which the request is submitted.

*I acknowledge completion of this form and payment of associated fees indicates my intent to complete a challenge exam for the indicated course. I am aware that my request is subject to meeting eligibility criteria and completion of subsequent sections of this document.  
I affirm that my request meets the eligibility criteria as outlined above.*

Student Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**After completion:**

**The completed form will be sent to an Office of the Registrar. It must be received by the Office of the Registrar prior to the deadline for the first submission of progress grades in the term for which the request is submitted**

**PART B: To be completed by an Office of the Registrar Representative prior to the midterm grade submission deadline in the term for which the request is submitted.**

Student Engagement Specialist Name: \_\_\_\_\_

Has the student previously taken a Challenge Exam for this course? \_\_\_\_\_

Has the student attempted this course before (if yes, explain): \_\_\_\_\_

\_\_\_\_\_

If course previously complete, indicate term(s) taken and grade(s) assigned : \_\_\_\_\_

\_\_\_\_\_

Is the student currently enrolled in the course? \_\_\_\_\_

Does the course require laboratory work, practicum (field experience), or clinical experience?

\_\_\_\_\_

Are the student and the course eligible for challenge examination: \_\_\_\_\_

Office of the Registrar Representative Signature: \_\_\_\_\_

**After completion:**

- **If the student is eligible for the Challenge Exam, the form will be sent to the Office of Student Billing no later than two weeks after receipt from the student.**
- **If the course or student is ineligible for the Challenge Exam, notice will be provided to the student and no further actions will be completed.**

**PART C: To be completed by the Office of Student Billing prior to the midterm grade submission deadline in the term for which the request is submitted.**

\$\_\_\_\_\_ charge issued to student account

Date of charge: \_\_\_\_\_

Date of payment received: \_\_\_\_\_

Office of Business Operations Staff Signature: \_\_\_\_\_

**After completion:**

**Notification of payment receipt will be sent to the student. The completed form must be sent to the appropriate Academic Director no later than the midterm grade submission deadline.**

**PART D: To be completed by the appropriate Academic Director as applicable prior to the final grade submission deadline in the term for which the request is submitted.**

Academic Director name and title: \_\_\_\_\_

Assigned faculty member(s) to design the Challenge Exam: \_\_\_\_\_

Assigned faculty member(s) to administer the Challenge Exam: \_\_\_\_\_

Assigned faculty member(s) to score the Challenge Exam and report results to the Academic Director: \_\_\_\_\_

**After completion:**

- This form will be sent to the appropriate faculty member(s) assigned to design, administer, and/ or score the Challenge Exam for completion of the Challenge Exam process.
- The examiner must contact the student via their NPRC email address to coordinate administration of the exam to occur between the last day to withdraw with a grade of W and the end of the last day of final exams in the term for which the request is submitted. Students must respond within two weeks of email notification from the examiner.

**PART E: To be completed by the faculty member assigned to administer the Challenge Exam.**

Date and Location of Examination: \_\_\_\_\_

Examiner: \_\_\_\_\_

Course designator and number (ex. ENG 110): \_\_\_\_\_

Course name: \_\_\_\_\_

Credit hours: \_\_\_\_\_

**After completion:**

**The faculty member who has administered the Challenge Exam will send notification to the faculty member within 24 hours of student completion of the exam.**

**PART F: To be completed by the faculty member assigned to score the Challenge Exam.**

Score earned and recorded in D2L as a percentage rounded to the nearest 10<sup>th</sup>: \_\_\_\_\_

Does this score meet or exceed the minimum requirement of  $\geq$  to 70.0% for award of credit with a grade of CX? \_\_\_\_\_

Are there any additional notes or considerations given to the recommendation for award of credit: \_\_\_\_\_

Faculty member name, title, and signature: \_\_\_\_\_

**After completion:**

**This form will be sent to the appropriate Academic Director as applicable.**

**PART G: To be completed by appropriate Academic Director as applicable.**

I affirm that this score meets or exceeds the minimum requirement for award of credit with a grade of TR. \_\_\_\_\_

Academic Director name, title, and signature: \_\_\_\_\_

**After completion:**

**This form will be sent to [registrar@rrcnpa.org](mailto:registrar@rrcnpa.org). The Office of the Registrar will notify the student of the Challenge Exam results and update the student's record accordingly.**