

Notre Dame de Namur University  
Registrar's Office  
**Application to Challenge a Course**

1. Obtain signature of Academic Advisor.
2. Obtain signature of Dean of School.
3. Take signed form to Business Office and pay fee of \$100.00 per unit.
4. After challenge is completed, instructor administering the challenge records the grade, notifies the student and submits this form to the Registrar.

Prior to Challenge:

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

Instructor Name: \_\_\_\_\_

Course Title: \_\_\_\_\_ Course #: \_\_\_\_\_ Units: \_\_\_\_\_

Year: \_\_\_\_\_ Semester: \_\_\_\_\_

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

Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Method of Assessment: \_\_\_ Exam: \_\_\_ Other: \_\_\_\_\_

Salaried: \_\_\_ Yes \_\_\_ No

School of: \_\_\_\_\_ Date: \_\_\_\_\_

Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Business Office Signature: \_\_\_\_\_ Date: \_\_\_\_\_

After Challenge:

Grade: \_\_\_\_\_ Instructor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar's Office- Received By: \_\_\_\_\_ Date: \_\_\_\_\_

### Undergraduate Course Challenge Examinations

A course challenge is an attempt by a student to obtain credit for a course by demonstrating competence in its subject matter through testing or other appropriate means. An exam for a challenged course, for example, would be comparable to the final exam administered at the end of the regularly scheduled course. Except for courses requiring laboratories, any regularly offered course (either for General Education, the major, the minor, or for elective credit) may be challenged with the approval of the student's major advisor and the department chair or program director in the discipline in which the course is to be challenged. To challenge a course, a student must be in continuing status (currently enrolled or on an official leave of absence) at NDNU. A challenge may be attempted only once for any given course.

The department chair is responsible for the academic quality of the challenge. To pass a course by challenge, a grade of a "B" or higher is required; the grade is posted to the transcript along with the unit value of the course and an annotation that the grade and credit were earned through the challenge process. A course that is not successfully challenged will be recorded as a grade of "NP" (Not Pass) on the transcript.

A student desiring to challenge a course should obtain an "Application to Challenge an Undergraduate Course" form from the Registrar's Office. The completed and approved form must be submitted at least two weeks before the anticipated examination date. A per unit fee of \$100.00 will be charged for each challenge. An unsuccessful challenge does not result in refund of the challenge fee.

Please Note: A Challenge Examination may be taken only once for any given course. A grade of "B" or better must be achieved to complete a challenge.

Revises 08/30/05