

Course Challenge Examination

Used to obtain credit for a course by demonstrating competence in the subject matter through testing.

Undergraduate Student Graduate Student

Procedure

1. Please read policy for undergraduate and graduate students, below.
2. Complete all fields and obtain the required signatures in Section 1.
3. Make payment of the \$120.00 per unit fee at the Business Office prior to the course challenge exam.
4. Take the completed form to course challenge assessment. The instructor administering the course challenge will submit this form to the Office of the Registrar with the final grade and date of completion.

Section 1: Completed by Student PRIOR TO the Course Challenge Assessment

Exam Other:

NDNU ID #

Method of Assessment

Last Name

First Name

Middle Name

DEPT	COURSE #	COURSE TITLE	INSTRUCTOR	SEM & YEAR	UNITS

PAY COURSE CHALLENGE FEE (\$120 per unit):

Business Office Signature

Date

I have read and understand the NDNU Course Challenge policy (below):

Student Signature

Date

Advisor Signature

Date

NEXT STEP: Bring form with the above signatures to the course challenge exam or assessment.

Section 2: Completed by Instructor AFTER the Course Challenge Exam or Assessment

Date Challenge Completed

Grade

Instructor Signature

Date

Course Challenge Examination Policy

Undergraduate Level. 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. The Challenge is posted in a separate semester of the NDNU transcript with the course title, units, and grade. 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 a "Course Challenge by Examination" form from the Office of the Registrar. The completed and approved form must be submitted at least two weeks before the anticipated examination date. A per unit fee of \$120.00 will be charged for each challenge. An unsuccessful Challenge does not result in refund of the Challenge fee.

Graduate Level. Courses that are part of a Master's or Credential program cannot ordinarily be challenged by examination. A student may, however, challenge prerequisite or foundation course(s) after discussing the reasons for the Challenge with the Program Director and completing this form on the reverse side. The student pays \$120.00 per unit before taking the Challenge Examination. Only successful results of Challenge Examinations are recorded on the transcript.

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.