

Office of the Registrar
Credit by Exam/Evaluation Application

(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)

Name: _____ **PWID #:** _____

Campus Email: _____ **Phone #:** _____

Students may petition for undergraduate credit by competency examination. Before selecting courses to challenge, please note:

1. Once you register to challenge a course, it cannot be converted back to a regular course.
2. Students may not challenge courses in which they have previously received a grade. A student need not enroll in a course to challenge it.
3. All tuition and fees for the challenged course must be paid in full before examination is given.
4. Students may request to challenge a course according to the following schedule:
 - 15-week session - within the first 6 weeks
 - 5-week session - within the first 2 weeks
 - 10-week session - within the first 4 weeks
5. Courses passed by competency examination are credited to the student's academic record. Successfully challenged course(s) are not considered a part of the course load for students during the academic year.
6. The competency examination for any challenged course will be administered to the student only one time. Should the student fail, the petition will be filed in the academic record (not on the official transcript).

I petition for credit by competency examination for:

CRN: _____ Subject: _____ Course Number: _____ Section: _____

Course Title: _____ Credit Hours: _____

Enrolled in the course previously? Yes No If yes, when?
Previously petitioned this course? Yes No

Student Signature

Date

Advisor Signature

Date

Department Chair Signature

Date

Instructions:

- Student to complete application and submit to Advisor for approval. **Digital signatures are preferred.**
- Advisor to digitally sign form and forward to Department Chair for approval
- Department Chair to sign in approval and Secretary/designee to upload signed form to the Office of the Registrar Security FTP site via this [link](#).
- Please follow naming convention: TERM_PWID_COURSE_CHALLENGE
 - Example: 202230_P11100023_COURSE_CHALLENGE