



# Course Challenge Exam

Return to: Registrar's Office  
 Bldg. 3 Rm. 309  
 assistant.registrar@cei.edu

**Student Information**

Date \_\_\_\_\_ Student ID \_\_\_\_\_  
 Full Name \_\_\_\_\_ Program \_\_\_\_\_  
 Address \_\_\_\_\_ Phone Number \_\_\_\_\_

**Course Challenge Information**

- Students must first work with a faculty member to be approved for a challenge exam.
- Once approval is received, students must bring this form to the Cashiers office to pay the fees.
  - Exam fees are **\$15 per course credit**. (ex. \$45 for a 3 credit course). *Additional fees may be charged depending on the course being challenged.*
- Next, the student will take the exam with the faculty member.
- The faculty member will mark pass or fail on this form and sign it. Then the faculty member will have the Department Chair and Dean sign the form.
- Finally, the faculty member will send the form to the Registrar's Office for final processing and student notification of the results.

Course \_\_\_\_\_ Credits \_\_\_\_\_

*By checking this box & submitting this form, I consent to providing my typed electronic signature in place of a handwritten signature.*

Signature \_\_\_\_\_ Date \_\_\_\_\_

For CEI Use		
<b>Business Office</b>		
Amount Paid _____	Initial _____	Date _____
<b>Instructor Granting Challenge Exam</b>		
Challenge Course: <input type="checkbox"/> Passed <input type="checkbox"/> Failed		
<b>Comments</b>		
<b>Signatures</b>		
Faculty _____	Date _____	
Faculty _____	Date _____	
Dept. Chair _____	Date _____	
Dean CTE/GE/HHS _____	Date _____	
Registrar _____	Date _____	