Undergraduate students may earn up to 12 units of credit toward the Bachelor’s degree by challenging courses offered by the University, provided the student has not previously taken or audited the course. This petition must be filed with the Registrar by the third week of the semester in which the examination will be taken. All course challenges must be completed before the student’s final semester. Credit is awarded on a Pass/Fail basis only.

STEP I – Student meets with advisor to discuss the course challenge option.

STEP II – With advisor’s approval, student meets with the instructor of the course he/she wishes to challenge to discuss the necessary work and when the examination will take place.

Student ID: ___________ Name: ___________________________ Date of filing: ___________

I wish to challenge the following course:

<table>
<thead>
<tr>
<th>Semester</th>
<th>Dept./Course #</th>
<th>Descriptive title</th>
<th>Units</th>
</tr>
</thead>
</table>

The examination and/or other requirements will be completed ____________________ Date

____________________________________ Student’s signature

____________________________________ Dean’s signature

____________________________________ Instructor’s signature

____________________________________ Department Chair’s signature

STEP III – Student pays the $100 per unit challenge fee in Business Services and then takes this petition, with all the necessary signatures, to the Registrar’s Office.

- Fee paid
- Account charged

Date ___________ Processed by ___________

STEP IV – Student completes work and/or examination agreed upon with the instructor.

STEP V – The instructor submits a grade of Pass or Fail for the challenge to Registrar’s Office.

For Instructor Use Only

Grade of P/F given by ___________ Date of completion ___________ Instructor’s signature

Instructor following examination ___________

Registrar use only:

- Credit awarded Date ___________ Processed by ___________
- Date Sent to Dean’s Office: ___________