

# CHALLENGE EXAMINATION REQUEST

NAME \_\_\_\_\_ ID \_\_\_\_\_

PROGRAM \_\_\_\_\_

COURSE TO BE CHALLENGED:  
(Course/Number) \_\_\_\_\_ (Ex: CIS 101) CREDITS \_\_\_\_\_

**Step One:** Student contacts appropriate Division Academic Counselor to review process/procedure.  
NDSCS -Wahpeton: [mindy.manocktayer@ndscs.edu](mailto:mindy.manocktayer@ndscs.edu) or 701/671-2257  
NDSCS-Fargo: [sara.mackjohnson@ndscs.edu](mailto:sara.mackjohnson@ndscs.edu) or 701/231-6940

**Step Two:** Student must provide evidence of related prior education, independent study, or previous work experience and receive approval from the department’s instructor and chairperson. In the space provided, please provide a narrative of your evidence (use the back of this form if necessary).

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Department Chair Signature \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_ Approved \_\_\_\_\_ Denied

**Step Three:** Student submits fee payment to Business Office – The fee for challenging a course is 50% of the regular tuition charge. **This fee is non-refundable and will not apply toward tuition fees in the event student must enroll in class which was unsuccessfully challenged.**

Fee Amount \$ \_\_\_\_\_ Date Paid \_\_\_\_\_

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

**\*\*After fee is paid, Business office official emails instructor and Department Chair verifying payment**

**Step Four:** Student arranges time with teacher for completion of exam.

**\*\*Student is only allowed to test after payment is received by the Business Office, and email verification has been received by instructor and Department Chair.**

**Step Five:** Student completes exam

**Step Six:** Instructor evaluates completed exam and submits results to NDSCS Registrar’s Office.

Grade \_\_\_\_\_ Date \_\_\_\_\_ Instructor’s Signature \_\_\_\_\_



# Challenge Examination Policy and Procedure

## Policy:

North Dakota State College of Science will permit students to demonstrate college level competency and establish college credits by successfully passing an institutional challenge examination as provided for in the following limits, regulations, and procedures.

## Limits and Regulations:

1. Students who are fully accepted and currently enrolled may challenge selected courses to establish college level credits at NDSCS. Official copies of all previous college work must be on file with the Enrollment Services Office.
2. To establish this credit, a student must pass an examination (evaluated by the department chair/designated faculty member) in the subject being challenged.
3. Challenge examination criteria will be prepared for appropriate courses by the department chair/designated faculty member. Criteria must be approved by the Department Chairperson.
4. Challenge examinations are not permitted when a CLEP examination is available for the requested course.
5. The fee for challenging a course is 50% of the regular credit hour charge. Fees must be paid in advance and is non-refundable. Students may also be charged for materials used as part of the challenge examination.
6. Credits earned through challenge examination do not count toward NDSCS residence requirements and do not qualify for financial aid.
7. Credits earned through challenge examination do meet NDSCS graduation requirements.
8. Grades will be posted to student's transcript as test credits. Students should be aware that challenge examination credits may not be accepted in transfer to other colleges.
9. Grades will not be included in the student's grade point average at NDSCS.
10. Students are not allowed to challenge courses, or equivalent courses:
  - a. which they are currently or have been previously enrolled in, or
  - b. which they have received credit for a higher level course; ex. completed Calculus could not challenge College Algebra
11. The examination may be written, oral, and/or performance.
12. The credit hours earned by challenge shall amount to no more than 50% of the graduation requirement.
13. The grade earned may be either Satisfactory/Unsatisfactory or a letter grade at the discretion of the department. The letter grade must be "C" or better. Failing grades are not recorded.