Petition to Challenge a Course

Undergraduate students may challenge elective courses only. Students will be required to explain, in writing, the circumstances they feel qualify them to challenge the course. The student must gain the approval of the instructor, major advisor, the Department Chair in which the course is offered, and the Associate Provost in order to challenge a course. The credits will not contribute to the 12 credits needed for full-time status. The credits earned may be applied to the minimum credits needed for graduation, but may not be used to satisfy the residence requirement.

Name: _________________________________________  Student ID: __________________________

Course to Challenged: _________________________________________________________________

Please provide an explanation of background and/or coursework that justifies the request to challenge this course. You may attach any documents that indicate your preparedness in the content of the course.

_____________________________________________________________________________________
_____________________________________________________________________________________

Please obtain the following approvals:

Instructor Giving the Examination

Date

Approved _____ *Disapproved

*Reason for Disapproval

Major Advisor

Date

Approved _____ *Disapproved

*Reason for Disapproval

Department Chair (in which course is offered)

Date

Approved _____ *Disapproved

*Reason for Disapproval

Associate Provost

Date

Approved _____ *Disapproved

*Reason for Disapproval

Register for Course

Registrar

Date

This form should be returned to the Office of Admission
Updated: 4/9/13