REQUEST FOR CHALLENGE EXAMINATION

**Introduction**
Under certain conditions Challenge Examinations are authorized only as qualifiable under the regulations for transfer credit. Refer to ECTOM Student Manual: ‘Transfer Credit’

**Procedure**
1. Supply the Dean with verification of past training or course work in the subject that you intend to challenge.
2. Pay the Challenge Exam Fee of $100 per course.
3. Meet with the instructor in order to obtain a Course Outline and to determine the content and method of the final examination.
4. Complete the Challenge Examination.
5. The instructor will submit this completed form to the Registrar and your grade will be recorded

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<tr>
<th>Student</th>
<th>Name</th>
<th>ID</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Course</td>
<td>Instructor</td>
<td>Course</td>
<td>Course Code</td>
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<tr>
<th>Approved</th>
<th>Denied</th>
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Dean __________________________ Date __________

**Administration Information**
Student’s previous experience with the subject matter is verified according to:

- Transcript or official document showing previous training or course work
- Other ________________________________________________________________

Grade for Challenge Exam: ________________

Instructor __________________________ Date __________

Paid: __________ Grade Entered: __________ Accounting: __________