

# Request for Challenge Examination

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## Instructions

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1. Students must be matriculated in a degree program to challenge a course.
2. Students cannot challenge more than three courses in a semester.
3. A course may be challenged one time.
4. Students cannot challenge a course of a level lower than the related course(s) they have completed or in which they are currently enrolled.
5. A maximum of 60 credits toward a bachelor's degree and 30 credits toward an associate degree may be achieved through challenge examinations.
6. A grade of C or better must be earned to achieve credit for the challenge examinations.
7. Challenge examination grades will be recorded as P (Passing) and count toward earned credits but not the cumulative GPA or the residency requirement.
8. Only courses taken at New York Tech in which a student earned a grade of F, W, or UW may be challenged. A course that is challenged and failed cannot be re-challenged.
9. There is [a fee associated with the challenge examinations](#).

## Student Information

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Student ID \_\_\_\_\_ Last name \_\_\_\_\_ First name \_\_\_\_\_

Academic program \_\_\_\_\_

To the Department of \_\_\_\_\_

I am requesting permission to challenge the following course:

Term \_\_\_\_\_ Subject code and course# \_\_\_\_\_

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

A reason for taking challenge examination \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

## To Be Completed by the Department Chairperson Responsible for the Course

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I approve the above-named student to challenge the specified course.

Chairperson printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**Student Information**

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Student ID

Last name

First name

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**To Be Completed by the Office of the Bursar**

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Student is cleared and has been charged a fee per credit.

Bursar printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

**To Be Completed by the Department Designee Who Administered the Test**

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Test administered on this date \_\_\_\_\_

Letter grade \_\_\_\_\_ Credits \_\_\_\_\_

Test administered by \_\_\_\_\_

Designee printed name \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_

*Department to return the form to the Office of the Registrar. It should not be given to the student.*