

## COURSE CHALLENGE FORM

**Please see a copy of the Course Challenge Policy for courses that are eligible and other challenge guidelines.**

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 Student Name

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 ID #

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 Course Number

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 Course Title

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 Instructor

**Obtain signatures in the order indicated. The required signatures must be obtained after verification is completed and the fee is paid through the Registrar's Office. The fee must be paid before the exam is administered.**

**For Registrar's Office verification the following criteria are met:**

- a. Student is enrolled in an undergraduate degree program as a full-time student. The course challenge credits **do not** put the student in an overload status (must be 18 credits or less).
- b. Student has completed at least twelve semester credits at Gonzaga.
- c. Student must be in good standing.
- d. Student must obtain the signatures listed below. (The Dean of the college or school in which student is enrolled.)
- e. Student must pay a fee of \$50.00 per credit at the Registrar's Office.
- f. Student is registered into the course for the semester it is challenged.

Student meets all of the above criteria:      \_\_\_ Yes      \_\_\_ No

Registrar's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Fee Paid: Initials: \_\_\_\_\_ Amount Paid: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

**Signatures required:**

Advisor's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Professor's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Please have your professor obtain the following signatures after your grade has been awarded and return this form to the Registrar's Office.

**GRADE RECEIVED** \_\_\_\_\_

Professor's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Department Chair's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_