

**Registrar**

Petition to Challenge a Course

2500 E. Nutwood Ave.
Fullerton, CA 92831 USA
(714) 879-3901
FAX (714) 681-7230

Name _____ ID# _____ Date _____

I am requesting that I be allowed to challenge the following course:

Course Number _____ Course Title _____ Units _____

The reason for this request is _____

If this request is approved by the Instructor and the Dean, I understand that I must then make arrangements with the Instructor for the Challenge Exam. I also understand that I must register for the course and pay all costs required to receive credit.

Student's signature _____

☐ Approved	☐ Disapproved: _____	Instructor who will give exam
☐ Approved	☐ Disapproved: _____	Financial Aid
☐ Approved	☐ Disapproved: _____	Academic Dean

POLICIES AND PROCEDURES FOR CHALLENGING A COURSE ARE AS FOLLOWS:

1. The student must petition using this form provided by the Registrar's Office and have it approved by the Instructor of the course, by the Financial Aid Dept, and by the Dean of the College before Credit Enrollment ends.
2. To receive credit, the student must register for the course before Credit Enrollment ends and pay all costs stipulated.
3. The Challenge Exam must be taken by the Credit Enrollment deadline.
4. The course challenged must be applicable to the student's HIU program.
5. If the student does not pass the Challenge Exam, it is recommended that the student remain in the course for the remainder of the semester.
6. If a test score equal to a "C" or above is assigned, the student will receive a "CR" on the transcript with the number of units specified for the course.
7. Cost - Process and testing fee - \$60
Tuition per unit - 1/2 the current rate of tuition
Credit for a challenge cannot be granted until the \$60 processing and testing fee has been paid.

Charges to be made as follows:

CERTIFICATE OF PAYMENT OF CHALLENGE FEE: The fee of \$60 for challenging the above course has been _____ Paid
Date _____ Cashier _____

REGISTRAR'S OFFICE CERTIFICATION: The student has taken a Challenge Exam for the above course and the results have been received from the Instructor.

Date results received _____ ☐ Passed ☐ Not Passed

STUDENT ACCOUNTS DEPARTMENT VERIFICATION: The student has been charged _____ tuition for the Challenge Exam.
Date _____ Cashier _____