



Permit for Examination to Establish Credit (Course Challenge)

Instructions:

Step 1: Complete information for the course
 Step 2: Approval from the Offering **College**
 Step 3: Approval from the Offering **Department**

Step 4: Approval from the **Student's** College
 Step 5: Proof of Payment
 Step 6: Take the Examination

Step One: Student and Course Information

_____	_____	_____	_____	_____
TERM	CAMPUS	DEPARTMENT	COURSE #	CREDIT HOURS

 Student Name

 UNM ID. Number

 Student Signature

 Date

By signing this card I accept the Financial Responsibility for all Charges, Tuition, and Fees associated with this course and I authorize the class to be added to my academic record and the Course Challenge fee to be posted to my account.

Step Two: Offering College Approval

 Offering College Signature

 Date

By signing this card I am confirming that the student has the approval of this College to Challenge the above course.

Step Three: Offering Department Approval

 Offering Department's Signature

 Date

By signing this card I am confirming that Credit by Examination may be earned for the above course.

Step Four: Student's College Approval

 Student's College Signature

 Date

By signing this card I am confirming that the student is eligible to receive credit for the course and term listed above.

Step Five: Challenge Fee Payment (Current Tuition Rate per Credit Hour)

- Resident Undergraduate
 Non-Resident Graduate

Tuition Amount: _____

 Cashier Signature

 Date

By signing this card I am confirming that the student has met their Financial Responsibility for the above course.

Step Six: Administration of Examination (Please do not administer the examination before all previous steps have been completed)

The student completed the indicated examination on: _____

Grade earned: _____ (Only a grade of CR will be recorded)

 Instructor Signature

 Date

Do not return this form to the Student.

To return this form in person, present form and valid picture identification at the Office of Records and Registration, Mesa Vista Hall - North.
 For any other delivery method; please place in envelope, seal the envelope, and sign across the seal.