APPLICATION FOR COURSE CHALLENGE EXAMINATION

Students may receive credit for courses (grade: CR) by passing challenge examinations developed at CSU Maritime Academy.

The following rules apply:
- Students must demonstrate substantial knowledge and background in the areas they are challenging.
- Approval must be obtained for each challenge from the instructor and department chair.
- The instructor must be presented with a receipt for the required fee, which must be paid prior to the challenge examination.
- A course may be challenged only once.
- Challenges will not be approved for courses in which any grade has been assigned, including “F”, “IC”, “WU”, or “W”.
- Challenges will not be approved for courses in which a student is currently registered, or in a semester in which a student has dropped the course to be challenge.
- Challenges are not allowed in certain cases, such as the GWE exam and certain STCW classes.

SECTION 1 - TO BE COMPLETED BY STUDENT

Term: ☐ Fall Semester ☐ Spring Semester ☐ Summer Session 20 ________

Full Name ____________________________________________ Student ID ____________________________

Major: ☐ BA ☐ FET ☐ GSMA ☐ ME ☐ MET ☐ MT Expected Graduation Date: __________________________

Email _____________________________________________@csum.edu

Course to be Challenged ____________________________________________

The above student is/is not currently enrolled in the course to be challenged, and has/has not been previously assigned a grade, including F, IC, W, or WU.

Office of the Registrar ____________________________________________ Date:_____________________

SECTION II - TO BE COMPLETED BY INSTRUCTOR OF RECORD

I have investigated the above student’s background and find the applicant’s qualifications satisfactory to take a challenge examination. I am willing to prepare, administer, and grade the comprehensive examination required for the challenge requested. Exam must be completed before the end of the add/drop period.

Exam Date ________________________________

Print Instructor Name/ Instructor Signature ___________________________ Date __________________________

Approved/Disapproved ___________________________ Date __________________________

Instructor’s Department Chair Signature ___________________________ Date __________________________

The fee of $20 has been paid. ___________________________ Date __________________________

Cashier Signature ___________________________ Date __________________________

INSTRUCTOR ACTION (return completed form to Office of the Registrar. Form must NOT be delivered by student.)

Cadet ____________________________________________ has received a grade of ________ for the challenge examination.

Instructor Signature ____________________________________________ Date:_____________________

OFFICE OF THE REGISTRAR ACTION

If student receives a passing grade on the challenge exam, enter a “CR” in PeopleSoft (Test Credits – Manual), or “NC” if failing grade.

Revised 9/2014