

# CHALLENGE, WAIVER OR VALIDATION EXAMINATION



(One copy to be filled out for each graduate examination)

## INSTRUCTIONS:

1. The student must complete part A and secure signatures for part B of this form.
2. The student submits the form to the Graduate Dean.
3. After securing approval of the request, the student presents the form to the instructor administering the exam.
4. After the student has taken the exam, the instructor will verify the student's exam and send the form to Records and Advisement.
5. After making proper entries on the student's transcript, Records and Advisement will retain the white copy, send the yellow copy to Student Finance, and return a copy to the chair of the examining school.

## CRITERIA FOR GRANTING CREDIT FOR CHALLENGE EXAMINATIONS:

- The examination must be passed with a B or better grade.
- A given course may be challenged by examination only once.
- At least 12 hours must be earned at Southern before credit is officially recorded.
- Certain courses, as determined by the department/school faculty may not be challenged.
- Fees as listed in the current Southern catalog will be charged.

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## A. APPLICATION DATA

Name: \_\_\_\_\_ ID #: \_\_\_\_\_ Date: \_\_\_\_\_

Local Address: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Degree/Emphasis(es): \_\_\_\_\_ Class Standing: \_\_\_\_\_ Test Type: \_\_\_\_\_  
 Master's  Doctoral  Challenge  Waiver  Validation

## COURSE COVERED BY EXAMINATION:

School: \_\_\_\_\_ Course #: \_\_\_\_\_ Course Title: \_\_\_\_\_

Hours: \_\_\_\_\_ Instructor: \_\_\_\_\_

Reason you are qualified to take the examination: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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## B. APPROVAL SIGNATURES

Instructor Administering Examination: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Examining School: \_\_\_\_\_ Date: \_\_\_\_\_

Dean of Graduate Studies: \_\_\_\_\_ Date: \_\_\_\_\_

Approved  Denied Explanation if the request is **denied**: \_\_\_\_\_  
\_\_\_\_\_

### FOR OFFICE USE ONLY — Verification notices to Records and Advisement and Student Finance

Date examination taken: \_\_\_\_\_ Instructor Administering Exam: \_\_\_\_\_

Examination Fee: \_\_\_\_\_ Recording Fee: \_\_\_\_\_ Records Signature: \_\_\_\_\_  
(see catalog) (see catalog)