

REQUEST FOR CHALLENGE, WAIVER, OR VALIDATION EXAMINATION

(One copy to be filled out for each examination)



**SOUTHERN
ADVENTIST UNIVERSITY**

Records and Advisement

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 Associate Vice President for Academic Administration.
3. After securing approval of the request, the student presents the form to the teacher administering the exam.
4. After the student has taken the exam, the teacher 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 the pink copy to the chair of the examining department/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.
- No course may be challenged after a student has been enrolled in it more than two weeks.
- No course may be challenged as part of the last 30 credit hours of any degree.
- Certain courses, as determined by the department/school faculty may not be challenged.
- Fees as listed in the current Southern catalog will be charged.

A. APPLICATION DATA

Name: _____ ID #: _____ Date: _____

Local Address: _____ Cell Phone: _____

Email: _____ Home Phone: _____

Major(s): _____ Class Standing: FR F2 SO JR SR

Test Type: Challenge Waiver Validation

Course Covered By Examination:

Department	Course #	Course Title	# Hours	Professor

Reason you are qualified to take the examination: _____

B. APPROVAL SIGNATURES

Instructor Administering Examination: _____ Date: _____

Chair/Dean of Examining Department/School: _____ Date: _____

Associate Vice President for Academic Administration: _____ 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: _____ (see catalog) Records Signature: _____

Recording Fee (Challenge/Validation): _____ (see catalog) Records Signature: _____

COPIES: White – Records and Advisement; Yellow – Student Finance; Pink – Chair/Dean of Examining Department/School