

Challenge Exam Form

The Challenge Exam Policy found in the [Bellarmine University Course Catalog](#) states:

Enrolled Bellarmine students may petition the department chair to take a comprehensive examination on the material covered in any credit course offered by that department. A grade for this exam is strictly on a Pass/Fail basis. A non-refundable \$50 fee is charged at the point of application. A fee, equal to one credit hour tuition, is charged for each course after the exam has been evaluated.

The student must complete Sections I and II below and the Department Chair must complete Section III.

SECTION I:

Student Name: _____ BU ID# _____

List Your Current Major(s): _____

I have arranged with the Department Chair to take a challenge exam for the following course:

Course Number: _____ Course Title: _____

Term the exam will be taken: _____ (note: this term must be the same term that the course will appear on the transcript and the one-credit hour tuition charged).

Student's Signature: _____ Date: _____

SECTION II:

After receiving permission from the department chair to take the challenge exam, you must pay the \$50 application fee to the Bursar's Office prior to taking the exam.

Bursar's Signature verifying fee was paid: _____ Date: _____

Once the \$50 challenge exam fee is paid, you must submit this form to the Department Chair for him/her to submit the grade after the exam is taken. Once the grade is submitted by the Department Chair, you will be billed for the one-credit hour of tuition.

Section III:

To be completed by Department Chair.

I have administered the Challenge Exam for the course listed above and I submit the following grade:

PASS FAIL

Department Chair Signature: _____ Date: _____

Completed form with grade must be submitted by the Department Chair to:

Bellarmino University Registrar's Office

Horrigan Hall 205

registrar@bellarmine.edu

phone 502-272-8133

fax 502-272-7734

Registrar's Office Use Only

Record the following dates below and initial:

Date received: _____

Course entered onto transcript: _____

Bursar notified for tuition charge: _____

Form scanned to Nolij folder: _____

Registrar's staff initials: _____