

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 nonrefundable \$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/Director must complete Section III.

SECTION I:

Student Name: _____ BU ID: _____

List Your Current Major(s): _____

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

Course Number (e.g. ENGL 200)	Credits	Course Title

Semester 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 Signature: _____ Date: _____

SECTION II:

After receiving permission from the Department Chair/Director to take the challenge exam, you must pay the \$50 application fee to the Student Accounts Office prior to taking the exam.

Student Accounts Signature verifying fee was paid: _____ Date: _____

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

SECTION III:

To be completed by Department Chair/Director.

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

Department Chair/Director Signature: _____ Date: _____

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

Bellarmino University Office of the Registrar
Centro, Horrigan Hall 205

registrar@bellarmine.edu

Phone: 502.272.8133

Registrar's Office Use Only:

Date course entered onto transcript: _____ Date Student Accounts notified for tuition charge: _____