



Colorado State University Challenge Exams

Policies and Procedures

University Policies:

1. You must be enrolled at Colorado State University at the time the examination is administered.
2. Credits received through challenge exams will not count toward satisfying the residency requirement.
3. A course may not be challenged more than once.
4. All examinations will receive a grade of pass (Satisfactory) or fail (Unsatisfactory).
 - a. Only passing grades will be recorded on the transcript. They will be recorded as Satisfactory (S).
5. A fee of \$20.00 **per credit hour** will be billed to your student account. You will be billed regardless of the grade received.

University Procedures:

1. Determine if you are eligible to challenge the course.
2. Determine if the department will allow the course to be challenged.
3. The time and place of the test will be determined by the instructor/department administering the test.
4. Take this application form and obtain the required signatures.
5. Return the application form to the Office of the Registrar through document upload at registrar.colostate.edu/challenge-exam, via email to registrarsoffice@colostate.edu or in person at 100 Centennial Hall before taking the test.
6. Test results may be obtained by contacting the instructor administering the test.
7. Grades are reported on the transcript only.



Colorado State University Challenge Exams
Application to Establish Course Credit by Exam

Personal Information

Student Preferred First Name & Last Name

CSU ID Number

Pronouns (Optional)

CSU Email Address

Major

Year in School

Course to be challenged

Course Number

Credits

I certify I have read and understand the policies and procedures and am eligible to challenge this course.

I accept full responsibility to pay all fees and other associated costs assessed as a result of my receipt of service to Colorado State University upon receipt of invoice or University Billing Statement. Late payment charges of 1.5% per month and other penalties specified may be assessed for late payment.

Student Signature

Date

Authorization Signatures

Office of the Registrar

Date

Course Instructor

Date

Department

Date

For Office of the Registrar Use Only

Instructor

Exam Date

Grade Received

Grade to Register

Billing

Report to Instructor

IMO#