

**CALIFORNIA UNIVERSITY OF PENNSYLVANIA  
OFFICE OF ACADEMIC RECORDS**

## Authorization to Challenge a Course

1. Student may earn credit for a course by passing an examination rather than taking the course. In order to do so, the student must obtain permission from the chairperson of the department that offers the course and the Registrar/Provost.
2. Student is responsible for any tuition and fees associated with the course.
3. Once you register to challenge a course, it cannot be converted back to a regular course.
4. Students may request to challenge a course according to the following schedule:
  - \* 15-week session      within the first 6 weeks
  - \* 5-week session        within the first 2 weeks
  - \* 10-week session      within the first 4 weeks
5. Only grades of P (Pass) will be recorded and the course section number will be identified by a "XC". Earned credits will count toward graduation but will not affect your GPA.

### PART I - Student

Students who wish to challenge a course must consult the academic department chair responsible for the class before submitting form for approval.

Student Name: \_\_\_\_\_ CWID Number: \_\_\_\_\_

I am requesting to challenge (name of course): \_\_\_\_\_ Semester wishing to take course: \_\_\_\_\_

Credits currently on schedule: \_\_\_\_\_ Credits to be challenged: \_\_\_\_\_ Total Credits with challenged course: \_\_\_\_\_

Please note: If challenged course puts your total credits over 18, you will need to be approved for an overload and will be responsible for any additional tuition monies owed to the University.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART II - Department Authorization

I authorize the above student to challenge the following course:

Course Number: \_\_\_\_\_ Title: \_\_\_\_\_ # Crs: \_\_\_\_\_ Dept: \_\_\_\_\_

Instructor: \_\_\_\_\_ Semester Registration Approved: \_\_\_\_\_

Is this course being offered in the semester requested:     Yes                       No

Department Chair/  
Department Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### PART III - Academic Records Office Use Only

Course Section Created: \_\_\_\_\_ CRN: \_\_\_\_\_ Semester Registered: \_\_\_\_\_

Student Registered      Date: \_\_\_\_\_                       Student Notified                      Date: \_\_\_\_\_

Academic Records Signature: \_\_\_\_\_ Date: \_\_\_\_\_