

# Challenge Examination Request

## Undergraduate Students Only

**How to Submit Form:** Submit completed form through the [Document Uploader](#) for processing.

- **Fields to select on the Document Uploader:** Department: Registrar; Term: Select Applicable Term; Category: Registration Forms; Document: Challenge Examination Request

### STUDENT INFORMATION

Term:    Fall        Spring        Summer        Year: \_\_\_\_\_ myUTSA ID: \_\_\_\_\_

First Name: \_\_\_\_\_ Middle: \_\_\_\_\_ Last: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Preferred Email: \_\_\_\_\_

CRN: \_\_\_\_\_ Subject: \_\_\_\_\_ Course #: \_\_\_\_\_ Subject #: \_\_\_\_\_

Are you receiving VA benefits?    Yes        No

*If yes, Veterans cannot receive VA education benefits for credit received through Challenge Examinations. If you have requested certification for a course and subsequently take it by Challenge Exam, you must immediately notify the VA Certification Office.*

### REGULATIONS REGARDING CHALLENGING UTSA COURSES

- UTSA students may “challenge,” that is, request an examination in any UTSA undergraduate course for which they have not already received credit. Not all courses, however, consist of materials in which comprehension can be evaluated by means of examination.
- To challenge a UTSA undergraduate course by examination, the student must enroll in the course and request the challenge examination from the instructor. The option of whether or not to grant the request rests with the instructor of the course and may be further limited by policies set by the college in which the course is offered.
- The Challenge Examination Request form must be submitted to the Enrollment Services Center and the test administered within the first three weeks of the fall or spring semester and the first week of a summer term.
- If the student’s performance on the examination is at the grade level of “C” or higher, a grade of “CR” is submitted by the instructor for the course at the close of the term.
- Unsuccessful attempts to earn credit by examination do not become part of the student’s official academic record. However, the student may elect to drop the course or complete the course on a regular basis. If a student fails the challenge exam and wishes to continue in the course for credit, the instructor must notify the Office of the Registrar in writing to remove the credit/no-credit grading option by the Automatic “W” Date.
- Students may challenge the same UTSA course by examination only once.

*Consult the current UTSA Student Policies for all applicable information concerning challenging a UTSA course.*

### UTSA OFFICE USE ONLY:

Date: \_\_\_\_\_ Received By: \_\_\_\_\_ Processed By: \_\_\_\_\_

