

# Challenge Examination Request

Below are the regulations regarding challenging UT San Antonio courses. Consult the current Student Policies for all applicable information concerning challenging a UT San Antonio course.

- Students may “challenge,” that is, request an examination in any UT San Antonio 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 an 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 a UT San Antonio course by examination only once.

## Student Information

myUTSA ID: \_\_\_\_\_ First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

## Course Information

Fall     Spring     Summer    Year: \_\_\_\_\_

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

Please note 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.

## Acknowledgement & Certification

Your signature on this document confirms your acknowledgement of the following statements:

- I have read the regulations on challenging UT San Antonio courses and agree to the conditions.

## Student Acknowledgement

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Academic Acknowledgement

Instructor Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Name: \_\_\_\_\_ Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Submit this Form

### Document Uploader

Once this form is completed, upload this form and any requested supplemental documents through the [Document Uploader](#) for processing. For every document uploaded, select the following fields on the Document Uploader:

- **Department:** Select “Registrar”
- **Term:** Select Applicable Term
- **Category:** Select “Registration Forms”
- **Category 2:** N/A
- **Document:** Select “Challenge Examination Request”

*Alternatively, documents can also be submitted in-person at our [One Stop Enrollment Center](#) on the Main or Downtown campus. Documents submitted by fax or email will not be accepted.*

**Disclaimer:** *With a few exceptions, you are entitled on your request to be informed about the information UT San Antonio collects about you. Under Sections 552.021 and 552.023 of the Texas Government Code, you are entitled to receive and review this information. Under Section 559.004 of the Texas Government Code, you are entitled to have UT San Antonio correct information about you that is held by us and that is incorrect, in accordance with the procedures set forth in the University of Texas System Business Procedures Memorandum 32. The information that U.T. San Antonio collects will be retained and maintained as required by Texas records retention laws (Section 441.180 et seq. of the Texas Government code) and rules. Different types of information are kept for different periods of time.*