

Only those courses that *do not appear* on the student's CNU permanent academic record or on any other college transcript may be challenged. Students may challenge a given course only *once*. When a course is successfully challenged, the non-traditional credits will be posted to the permanent academic record. Unsuccessful challenges will not appear on the academic record. Please refer to the CNU [Policy for CLEP and Procedures for Course Challenges](#). Submit form to the Office of the Registrar via hand-delivery, post, fax, or as an attachment from your CNU email account. Please note: if submitting via an attachment you MUST indicate "sent via attachment from CNU email account" in the signature block.

INSTRUCTIONS

1. Complete the Student Information and Course Challenge Information portion of this form.
2. Submit form to the Office of the Registrar for review.
3. Submit form to the appropriate department chair for approval.
4. Submit form to the appropriate academic dean for approval.
5. Submit form and the associated \$50 fee to the CNU Cashier's Office for processing.
6. Present this form, with all entries completed, to the instructor at the time of the challenge examination.
7. Submit form to the Office of the Registrar.

1. STUDENT INFORMATION

CNU ID	LAST NAME	FIRST NAME
CNU EMAIL ADDRESS	CELL PHONE NUMBER	DEGREE & MAJOR (e.g. BA Sociology)

1. COURSE CHALLENGE INFORMATION

SUBJECT (ex. MUSC)	COURSE NUMBER (ex. 209)	COURSE TITLE
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2. OFFICE OF THE REGISTRAR (To be completed by the Office of the Registrar only)

GRADUATION SEMESTER	COMPLIANT WITH REPEAT POLICY (yes/no)	COURSE CHALLENGED PREVIOUSLY (yes/no)
CHALLENGE DEPARTMENT	COMPLIANT WITH DEPARTMENTAL CHALLENGE GUIDELINES (yes/no & additional notes)	

3-4. DEPARTMENTAL AND DEAN APPROVALS

DEPARTMENT CHAIR	SIGNATURE	DATE
INSTRUCTOR	CHALLENGE DATE & TIME	CHALLENGE LOCATION
ACADEMIC DEAN	SIGNATURE	DATE

5. CNU CASHIER'S OFFICE

NAME	SIGNATURE	DATE
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6. COURSE CHALLENGE RESULT

Successfully Challenged
 Unsuccessfully Challenged

INSTRUCTOR'S SIGNATURE

7. Please submit completed form to the Office of the Registrar