

Challenge Examination Request

Student ID #

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First Name		Last Name		<p><i>Submit to:</i></p> <p>Office of the Registrar</p> <p>St. Mary's University College 14500 Bannister Rd SE Calgary, Alberta T2X 1Z4</p> <p>Tel: 403-531-9130 Fax: 403-531-9136</p> <p>Website: www.stmu.ab.ca E-mail: registrar@stmu.ab.ca</p> <p style="text-align: right;">Please PRINT clearly and complete entire form.</p>
Phone		Email		
Program		Year of Study		
Course being challenged:	Course #	Course Name	No. of Credits	
Have you ever enrolled in this course at St. Mary's or elsewhere?		<input type="radio"/> Yes <input type="radio"/> No		
On what basis are you challenging this course (e.g. background knowledge, experience, etc.) Please be specific.				
Which days & times are you available to write the examination?				

Declaration

I understand that the grade recorded on my transcript for a successful examination will be "CR" and that while the challenge credit may be used to meet the pre-requisite requirement for another course or a degree requirement; it will not be included in my grade point average. It is my responsibility to determine whether or not another institution will accept the challenge examination for transfer credit purposes.

Signature

Date

Payment Method

A non-refundable fee of \$150 is charged for challenge examinations.

Cheque Cash (*do not mail*) Debit Visa MasterCard AMEX

The following information only needs to be provided only if you are faxing or mailing your form *AND* paying by credit card:

Credit Card Number

Expiry Date

Registrar's Office Received	Staff Init	Tran #	Registrar Entered Result
Area Chair Do you approve the request? <input type="radio"/> Yes <input type="radio"/> No	Signature		Date
Which instructor will administer the challenge?	Name:		
Instructor What was the result of the examination? <input type="radio"/> Successful <input type="radio"/> Unsuccessful	Signature		Date

Privacy Statement:

The personal information collected on this form will be used for the purposes of providing services to students and processing payments. The information is collected, used, disclosed and protected in accordance with Alberta's *Personal Information Protection Act* and St. Mary's University College's Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at (403) 531-9130 or privacy@stmu.ab.ca.