



UNIVERSITY of ALASKA SOUTHEAST

REGISTRAR'S OFFICE
NOVATNEY BUILDING ONE STOP
11066 AUKE LAKE WAY, JUNEAU, AK 99801
TEL: (907) 796-6100
FAX: (907) 796-6365
uas.registrar@alaska.edu

REQUEST FOR CHALLENGING A COURSE

TU|07/17

Procedure:

1. Student obtains instructor's and dean's signatures.
2. Student pays Challenge course fee at UAS Business Office.
3. Student returns completed form to instructor and takes exam.
4. Instructor submits this form with a grade change form to UAS Registrar's Office.

Semester, Year (check one)

- Fall _____
- Spring _____
- Summer _____

student ID	date
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full legal name	last	first	middle initial
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current mailing address	street or p.o. box	city	state	zip code
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phone

degree program	major
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Currently Enrolled at UAS? Yes No

Course Challenging:

department	course no.	course title	credits
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<input type="checkbox"/> student's signature	<input type="checkbox"/> date
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<input type="checkbox"/> instructor's signature	<input type="checkbox"/> date
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<input type="checkbox"/> dean's signature	<input type="checkbox"/> date
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Amount Paid:	Date:	Receipt No:	Received By:
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Challenge course fee: A non-refundable fee of \$50 per credit hour is charged for each examination.

1. Only students who are admitted to a degree program and currently enrolled in term requested are eligible to request challenge.
2. A student may not challenge a UAS course that is a prerequisite to another UAS course in which they are currently enrolled or have completed unless they have both instructor and Chair, Dean or Campus Director permission.
3. A course challenged for credit must not duplicate a course for which credit has already been given.
4. A person who has audited a class may not request to challenge a course via departmental examination for the class until the subsequent year.
5. Departmental exams will be graded pass/fail and do not carry grade points.
6. Exams may not be repeated earlier than one year.
7. Determination of which courses may be challenged rests with the appropriate school.