

Petition for a Course Challenge

Submit form to: Customer Account Services, Ceres 302, NDSU Dept. 3110, P.O. Box 6050, Fargo, ND 58108-6050, Fax 701-231-9541,
email: nds.customer.account@nds.edu

**Tuition for the course challenge and authorization from the
Office of Registration and Records must be provided prior to the challenge**

Date _____ Student ID# _____ Program/Major: _____

Name (please print): Last _____ First _____ MI _____

Home / Local Address: Street/P.O. Box _____ Apartment # _____

City _____ State _____ Zip _____

Phone Number: _____ Email: _____

Course to challenge: Subject/Catalog Number _____ Course Title _____ Units (Credits) _____

I feel I should be permitted to challenge this course for the following reasons: *(Be specific -- show previous experience or education you have had you feel qualifies you to challenge a course for credit. Please attach pages as needed)*

Student Signature _____ Date _____

Guidelines for a Course Challenge:

A challenge is only permitted for courses in which you have not received transfer credit or have a previous academic record. Prior registrations are allowable if course was dropped prior to the No Record Drop deadline in a given term. You must be registered at NDSU during the semester in which you wish to challenge a course (See current NDSU Bulletin for complete description.)

1. Student must obtain approval from the instructor, department chair, and advisor. *(see Part A below)*
2. Student must submit the course challenge form to Customer Account Services, Ceres 302. *(via email nds.customer.account@nds.edu)*
3. Customer Account Services will post tuition for the course challenge to the student's account on Campus Connection.
4. Student must pay charges within 15 days of form submission, or charge will be reversed and student will be required to resubmit, with approvals.
5. Department must submit a grade change form to the Office of Registration and Records.

Challenges will not be recognized without petition authorization.

For Departmental Use Only

Part A: Petition Approval

Instructor of the Course _____ Date _____

Department Chair/Head or Program
Coordinator Offering the Course _____ Date _____

Advisor _____ Date _____

For Registration & Records Use Only

Part B

Currently registered at NDSU? YES NO

Currently or previously registered for this course? YES NO

Course Challenge: PASSED FAILED