



# REQUEST TO TAKE A CHALLENGE EXAM

**To take a challenge exam a student must be currently matriculated and in good standing at Touro College Berlin. Approval from the appropriate department chair must be secured and this form sent to the professor who will be administering the challenge exam. The professor (not the student) must return this form to the Office of the Registrar.**

To ensure accurate and timely processing of your request, you must follow the procedure below:

1. Student completes Section 1 of this form.
2. This form is submitted for review to the appropriate Department Chair.
3. Student takes form to the Bursar to pay fee of \$100 per credit. Fee must be paid before taking exam.
4. Bursar signs and dates form to signify payment.
5. This form is sent to the Professor administering challenge exam to complete Section 2.
6. The Professor returns this form to the Office of the Registrar indicating the credit earned for the exam. Professors must sign and date their section of the form.
7. Registrar will record the credits awarded on the student record.

### **Student completes this section**

STUDENT'S NAME	
STUDENT ID NUMBER	
MAJOR	

Student's signature:	Date:
Bursar's signature:	Date:
Department Chair's signature:	Date:

### **Instructor completes this section**

Course Code	Title	Credits Awarded	Instructor's Signature	Date

FOR OFFICE OF RECORDS USE ONLY:	
PROCESSED BY _____	DATE _____
challenge1REV5/08ESMS – 5/09	