



## Challenge Exams 2009-2010

*For enrichment or advancement, students may take examinations of the College Level Examination Program (CLEP) and receive credit by achieving Wartburg's minimum quality score. In most academic areas in which no CLEP examination is offered, students may take departmentally structured tests (Challenge Exams) for course credit.*

### **Policies and Procedures**

1. A student who fails to achieve a minimum quality score (C- or as determined by department) on a Challenge Exam must wait six months before retaking the exam.
2. A student who registers for a course and who fails to receive credit in that course may not attempt an exam for credit in the area of that course during the four-month period following completion of or withdrawal from the course.
3. A student may not attempt an exam for credit in the area of a course while enrolled in the course.
4. A student who received credit in a course may not subsequently attempt an examination for credit in the area of the course.
5. A student cannot take a Challenge Exam in a lower level course while in the process of taking a course at a higher level.
6. Twelve course credits is the maximum amount of credit by which may be applied toward graduation. This includes CLEP, Challenge, and AP exams.
7. A CLEP/Challenge Exam Request Form must be signed by the Registrar before the exam may be taken.

### **Registration and Payment Policy**

1. CLEP/Challenge Exam Request Form and \$80 payment must be completed and returned to Carla Coates, Pathways Center Associate.
2. Students who pass a Challenge Exam will have an additional \$25 processing fee added to their student account.

## CLEP/CHALLENGE EXAM REQUEST FORM

(This form must be signed by the Registrar's Office and presented to Testing Coordinator.)

Student Name:	Campus Box #:
Social Security #:	Phone #:
Requested CLEP/Challenge Exam:	Scheduled Date of Exam:
Signature of Registrar: _____ Date: _____	
Office Use:	