



Challenge Examination Request

First Name		Last Name		<i>Submit to:</i> Enrolment Services Office St. Mary's University 14500 Bannister Rd SE Calgary, Alberta T2X 1Z4 admissions@stmu.ca Tel: 403.531.9130 Fax: 403.531.9136 <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 <i>AND</i> paying by credit card:	Credit Card Number	Expiry Date
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Registrar's Office	Staff Init	Tran #	Registrar Entered Result
Received			
Area Chair	Signature		Date
Do you approve the request? <input type="radio"/> Yes <input type="radio"/> No			
Which instructor will administer the challenge?	Name:		
Instructor	Signature		Date
What was the result of the examination? <input type="radio"/> Successful <input type="radio"/> Unsuccessful			

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 Privacy Policy. If you have any questions about the collection and use of this information, contact the Privacy Officer at 403.254.3132 or privacy@stmu.ca.