

OFFICE OF STUDENT ASSISTANCE (OSA)

UNDERGRADUATE CHALLENGE EXAM APPLICATION

PLEASE RETURN TO THE OFFICE OF STUDENT ASSISTANCE (OSA) VIA SCAN & EMAIL TO OSA@PACE.EDU.
Any questions call 1 (877) 672-1830.



STUDENT ID NUMBER	LAST NAME	FIRST NAME	MIDDLE
If this is a new address/phone #, please indicate what you would like to be updated on your record ☐ Address ☐ Telephone			
STREET ADDRESS/P.O. BOX		CITY	STATE
			ZIP CODE
DAY TELEPHONE NUMBER	EVENING TELEPHONE NUMBER	MOBILE/CELL NUMBER	E-MAIL ADDRESS

HAVE YOU SUBMITTED A GRADUATION DIPLOMA VERIFICATION FORM? ☐ YES ☐ NO

Students who believe they have knowledge comparable to what would be gained by successful completion of a particular course at the University may in some cases obtain credit for that course by passing a "special examination". Normally such examinations are standardized examinations available through such testing centers as the Education Testing Service (Pace is a participant in both the New York State College Proficiency Examination Program and the College Level Examination Program). In the absence of a standardized examination, a department may arrange for a special "Pace University Challenge Examination" or (Credit by Examination). Not every course may be challenged, but some can be. Please consult the appropriate academic department for details and further information. Students who receive credit through a Special Pace University "Challenge Examination" or Credit by Examination will be charged 1 credit of tuition for the administration of the examination, **whether or not credit is earned**. Credit earned through "Challenge Examination" or Credit by Examination does not satisfy the residency requirement for graduation or apply to enrollment status verification.

NOTES:

- The student must pay a special fee for the administration of the examination. This fee must be paid prior to the examination. This fee is equivalent to the current part-time rate for one credit of tuition.
- This special fee is not covered in the flat rate full-time tuition.
- If satisfactory score is not attained, **there is no refund**.
- A course may be challenged only once.
- Credit earned through a Pace Challenge Examination or Credit by Examination does not satisfy the residency requirement for graduation or apply to enrollment status verification.
- Challenge Examination or Credit by Examination credits are posted as transfer credits and no grade is recorded.

PROCEDURES FOR THE STUDENT FOR PACE UNIVERSITY CHALLENGE EXAMINATION or CREDIT BY EXAMINATION:

- See Department Chair to determine if examination is available.
- Pay fee at the Office of Student Assistance.
- Give this form to Department Chair at time of Examination.
- Take exam.

Student's Signature _____ Date _____ Fee Paid (OSA REP.) ☐ T899 _____ Date _____

TO BE FILLED IN BY DEPARTMENT CHAIRPERSON:

To the Office of Student Assistance:

The above named student has satisfactorily passed a Challenge Examination or Credit by Examination for:

Course Number	Title	Credits
Chairperson's Signature	Date	

FOR OFFICE USE ONLY:

RECORDED ON TGACOMC _____ ☐ TCE SENT IF APPLICABLE
OSA SIGNATURE _____ DATE _____