Office of the Registrar
Competency Exam Form
(All fields outlined in red are REQUIRED. An answer must be provided in order to save form)

Name: _____   **PWID #:** _____

Campus Email: _____   **Phone #:** _____

Students may petition for undergraduate credit by competency examination. Please note:

1. The student will contact the appropriate academic department chair to determine if an exam is available for the course in question. If so, the student will complete the Competency Exam Form.
2. The student will discuss the competency exam with their academic advisor and secure approval on the form from their advisor and from the department chair offering the course.
3. The student will take the form to the Student Accounts Office to pay associated fees ($100/per credit), with payment noted by that office on the form.
4. The student will take the form, with payment noted, to the academic department housing the course to schedule the examination.
5. The department chair, or designee, will administer the examination and indicate whether the student has successfully passed the exam on the Competency Exam Form.
6. The form is routed to the academic dean for approval and then to the Office of the Registrar for posting to the student's academic record.

I petition for credit by competency examination for:

CRN: _____   Subject: _____   Course Number: _____   Section: _____

Course Title: _____   Credit Hours: _____

Enrolled in the course previously? Yes   No   If yes, when?
Previously petitioned this course? Yes   No

_____   _____
Student Signature   **Date**

_____   _____
Advisor Signature   **Date**

_____   _____
Department Chair Signature   **Date**

Pass

Fail   _____   _____
          Instructor/Exam Administrator Signature   **Date**

Payment

          _____   _____
          Student Accounts Signature   **Date**

- Student to complete application and submit to Advisor for approval. **Digital signatures are preferred.**
- Advisor to digitally sign form and forward to Department Chair for approval
- Department Chair to sign in approval and Secretary/designee to email signed form to Registrar@pennwest.edu
- Please follow naming convention: TERM_PWID_COURSE_CHALLENGE
  - Example: 202330_P11100023_COURSE_CHALLENGE