



# Challenge Examination Request

Policy Reference: [AC.3.18.1](#)

AA211, Heritage Hall  
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Calgary, AB T2M 0L4  
Phone: 403.284.7248  
Toll-free: 1.877.284.7248  
Fax: 403.284.7112  
Email: [records@sait.ca](mailto:records@sait.ca)

Please complete sections A to C.

As per policy [AC.3.18.1](#) challenge exam must be completed with ten business days of registering in the examination.

## A) Personal Information

		Student ID Number	
Last Name		First Name	Middle Name
Address		City	Province
Preferred Number	Home Cellular Business	Alternate Number	Home Cellular Business
Email Address		Student Signature	Postal Code
			Date

## B) Request for Challenge Examination

Program	Term	Fall (Sept - Dec)	Winter (Jan-Apr)	Spring (May-June)	Summer (July-Aug)
Course Code	Course Title				

## C) Academic Approval Required

Challenge exam date	CRN	Total fee due
Academic Chair (or Earned Revenue Coordinator)**	Signature	Date

\*\* The Academic Chair/Earned Revenue Coordinator in the School that delivers the course must complete the Academic Approval portion.

**Example:** MATH 235 is a Academic Services course taught in several programs. Therefore, approval must come from the Academic Services.

## D) Payment Information

It can take up to four business days to process requests received by email or fax, at which time the fee will be added to your mySAIT.ca account. Once the fee has been added to your account, you will have two business days to make your payment through mySAIT.ca. Failure to pay will result in the request being cancelled. Acceptable forms of payment are Visa, MC, Debit, Cheque, Money Order or Cash. **Do not include your credit card information in the email or fax. Payment must be received prior to writing exam.**

### Challenge Exam Limitations

- All prerequisites must be met prior to registering in a challenge examination for the course;
- Challenge exam approvals are subject to the 50 per cent residency requirement (AC.3.1.1 Grading and Progression).
- Challenge exams cannot be used to administer partial credits for a SAIT course.
- A student cannot write a challenge exam for a course he/she has already failed.
- A student cannot write a challenge exam for a course he/she has already passed unless:
  - He/she passed that course more than 5 academic years ago, and it's part of a Certificate program, or,
  - He/she passed that course more than 7 academic years ago, and it's part of a Diploma or Applied Degree, or,
  - He/she passed that course more than 10 academic years ago, and it's part of a Baccalaureate program.

There is a limit of **one challenge exam per course**.

### Notes about challenging an exam

- Students may register in a challenge exam at any time before the midpoint of the course; however, in order to receive a refund, the student must be registered in the challenge exam prior to the end of the Add/Drop period.
- The grade achieved on the challenge exam, including an "F" or "NP" grade, will be recorded on the student's academic record and included in the calculation of the student's Grade Point Average (GPA).
- Challenge exams may be appealed within 30 calendar days of receipt of the grade - [Policy Reference AC.3.1.1](#).

### FOIP Statement

The personal information you provide on this form is collected under the authority of the Freedom of Information and Protection of Privacy Act of the Province of Alberta, Section 33(c). This information will be used to process a request for a challenge examination. If you have any questions about the collection or use of this information, contact the Office of the Registrar's FOIP coordinator at 403.284.8069.

Records updated by	Date
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