Department of Accounting and Finance
Rules and Requirements to Sit for Challenge Exam
ACC 218, ACC 318, ACC 319, ACC 325, ACC 330, ACC 420, ACC 440, ACC 450

1. A student must apply to the Department Head of Accounting and Finance ("Department Head") to sit for an ACC 218, 318, 319, 325, 330, 420, 440 or 450 Challenge Exam. The deadline for application will be two weeks prior to the scheduled exam date. To apply the student must produce in writing a formal request to sit for the exam. This request will include the following information and documentation:
    a. Name of the university at which the student took the accounting course. The accounting course MUST have been completed at an eligible university. Eligible universities include four year institutions which are AASCB and/or SACS accredited. Some universities have comparable accreditation and may be considered eligible by the Department Head. The eligibility of the institution is solely determined by the Department Head. Courses taken at The University of North Carolina at Greensboro are NOT eligible courses for Challenge Exam consideration.
    b. Date that the student completed the accounting course.
    c. Description of the accounting course including catalog description.
    d. Syllabus from the accounting course.
    e. Official transcript from the university showing the grade received. A grade of C or better must have been received for a student to be eligible to sit for the Challenge Exam.
2. Challenge exams will be given once per semester at a time and place determined by the Faculty of the Department of Accounting and Finance. All Challenge Exams will be given at the same time and place.
3. Students appearing at the exam site to sit for a challenge exam will bring a signed release form from the Department Head.
4. Students will be allowed to have with them ONLY a pencil and a calculator. No books, props, notes, blank paper, cell phones, pagers, PDA or the like will be allowed. NO EXCEPTIONS.
5. The instructor proctoring the Challenge Exam has the authority to remove any student from the testing facility at any time during the exam period for cause.
6. A Challenge Exam CANNOT be retaken in its entirety or any part. Once the student opens the Challenge Exam packet – there will be no retests.
7. The instructor will report the results of the Challenge Exam and his or her recommendation for waiver to the Department Head. The waiving of the course is at the sole discretion of the Department Head.
8. The instructor's grading of the Challenge Exam is NOT subject to appeal. The instructor will notify the student within two weeks from sitting for the Challenge Exam of their score. The student will ONLY receive the score. The student will not be allowed to review the Challenge Exam after it has been taken.
9. The student taking the Challenge Exam is subject to the *Academic Integrity Code* and *Student Code of Conduct* of The University of North Carolina at Greensboro. Violations will be strictly enforced.

ACC 218 Challenge Exam (Comprehensive Examination)

I understand and accept all of the following terms and conditions of taking the ACC 218 Challenge Exam ("Challenge Exam"):

1. The Challenge Exam will be administered ONLY AFTER the student has received permission from the Department Head of Accounting and Finance to sit for the two part Challenge Exam. The student must produce a signed release form at the testing facility.
2. The instructor will not provide to the student wanting to sit for the Challenge Exam any study materials which includes, but is not limited to, textbooks, course packets, old exams, lecture notes, etc. It is assumed that the student taking the Challenge Exam is asserting prior knowledge of the subject area.
3. The Challenge Exam CANNOT be retaken in its entirety or any part. Once the student opens the Challenge Exam packet – there will be NO retests.
4. Total time to take both parts of the Challenge Exam is three hours. Both parts of the Challenge Exam must be taken in a single three hour block of time.
5. The student must score at least 75% on each part of the Challenge Exam to receive the instructor's recommendation to waive ACC 218. The instructor will report the results of the Challenge Exam to the Department Head of Accounting and Finance. The waiving of ACC 218 is at the sole discretion of the Department Head of Accounting and Finance.
6. The instructor's grading of the Challenge Exam is NOT subject to appeal. The instructor will notify the student within two weeks from sitting for the Challenge Exam of their score. The student will ONLY receive the score. The student will not be allowed to review the Challenge Exam after it has been taken.
7. The student taking the Challenge Exam is subject to the *Academic Integrity Code* and *Student Code of Conduct* of The University of North Carolina at Greensboro. Any violations will be strictly enforced.

Student (Please Print Name)_____

Student Signature _____

Date _____

Instructor Administering Challenge Exam _____

Instructor Signature_____

For Department Head Only:
Instructor Grading Challenge Exam _____

Instructor Signature_____

_____ (Name of Student) has permission to sit for the ACC _____

Challenge Exam on _____ (Date).

Head of the Department of Accounting and Finance: _____

Signature: _____

Date: _____