

Master of Science in Accounting (MSA)
Rules and Requirements to Sit for Challenge Exam (approved 8/20/2012)
Eligible Courses Include:
ACC 218, ACC 202, ACC 318, ACC 319, ACC 325, ACC 330, ACC 330, ACC 330, ACC 330, ACC 420, ACC 440

1. An admitted MSA student must apply to the MSA Administrative Director to sit for an ACC 218, 318, 319, 325, 330, 420, or 440 Challenge Exam. The deadline for application will be two weeks prior to the beginning of class for the term. All Challenge Exams must be administered no later than one week prior to the beginning of class for the term to allow time for grading and advising.
2. 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 AACSB and/or SACS accredited. Some universities have comparable accreditation and may be considered eligible by the MSA Administrative Director. The eligibility of the institution is solely determined by the MSA Administrative Director. 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. If The Graduate School has a copy of the official transcript that is acceptable.
3. Students may access UNCG course syllabi in preparation for the Challenge Exam, but **no study materials will be provided** by faculty members.
4. Students appearing at the exam site to sit for a challenge exam will bring a signed release form to the MSA Administrative Director. See page 3 of this document for the release form.
5. 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.
6. 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.
7. 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. No exceptions.

8. The instructor of the course will report the results of the Challenge Exam and his or her recommendation for waiver to the MSA Administrative Director. The student must receive at least a grade of C (75% or higher) to be considered for waiver. The waiving of the course is at the discretion of the MSA Administrative Director.
9. The instructor's grading of the Challenge Exam is NOT subject to appeal. The MSA Administrative Director will notify the student within two weeks from sitting for the Challenge Exam of their score and the recommendation. MSA Administrative Director will provide curriculum advising based on the results of the Challenge Exam. The student will ONLY receive the score. The student will not be allowed to review the Challenge Exam after it has been taken.
10. 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.

**Release Form: ACC XXX [insert course number] Challenge Exam
(Comprehensive Examination)**

I understand and accept all of the following terms and conditions of taking the Challenge Exam (“Challenge Exam”) for this course:

1. The Challenge Exam will be administered ONLY AFTER the student has received permission from the MSA Administrative Director to sit for the Challenge Exam. This form will serve as the release form that should be signed and provided to the MSA Administrative Director at the testing facility.
2. The instructor of the course and the MSA Administrative Director 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 the Challenge Exam is three hours. 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 the course. The instructor will report the results of the Challenge Exam to the MSA Administrative Director. The waiving of the course is at the sole discretion of the MSA Administrative Director.
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 MSA Administrative Director Only:

Instructor Grading Challenge Exam _____

Instructor Grade _____

Waiver Decision of MSA Administrative Director:

Signature: _____

Date: _____