FINLANDIA UNIVERSITY Institutional Challenge Exam Registration Form (ICE)

Submit a separate form to the academic dean of the subject area of the University where the course is offered for each institutional challenge exam requested.

A student may not take an Institutional Challenge Exam for any course that can be tested through the College Level Examination Program (CLEP). A student may only take an ICE once for each course. A student may not take the Institutional Challenge Exam if the course is being taken or was taken at Finlandia University.

ICE Registration Procedure:

- 1. Complete the ICE Registration Form, including the appropriate dean's signature.
- 2. Schedule the exam testing date with the Coordinator of Academic Support (Nikander 14A).
- 3. Submit the testing fee to the Office of Student Accounts, Old Main 104, to receive a receipt of payment. This receipt must be shown as proof of payment on the date of exam.
- 4. Arrive at the Testing Center 10 minutes prior to the start time on the scheduled date of exam with the completed ICE registration form, proof of payment and picture identification.

NAME:	STUDENT I.D.#:		
COURSE INFORMATION:	(Course Name)	(Credits)	
EXAM TESTING DATE:			

Briefly describe how you have previously learned the content of this course.

You must obtain and submit the signature of the appropriate academic dean to the Director of Academic Support before scheduling the exam test date. After the appropriate instructor grades the exam, written notification will be sent to you and the University Registrar. A grade of "CR" will be assigned for exams that are successfully passed; unsuccessful examination results will not be recorded on the academic transcript.

(Dean's Signature)

(Date)