

**OFFICE OF THE REGISTRAR
REQUEST FOR CREDIT BY EXAMINATION**

Credit-by-exam may be earned for a course by obtaining approval from the head of the department sponsoring the course. You should discuss the option of credit-by-exam with both your major advisor and the head of the department in which the course is offered. After both have signed the form, it will be forwarded to the Office of Academic Services for approval. After payment of a non-refundable fee of \$5 per credit, the exam may be administered. Grades are then forwarded to the Office of Academic Services. Please list only one course per form.

Student Information (Please print all information)			
Date	UMBC Email Address	UMBC Campus ID	Phone Number
First Name	Middle Initial	Last Name	
Street Address	City	State	Zip Code

Semester: _____ / _____ **Major:** _____
Semester Year

Course Number: _____ **Title:** _____ **Credits:** _____

Reason for Request:

Student Signature: _____ **Date:** _____

Advisor's Signature: _____ **Date:** _____

APPROVALS

Dept. Chair/Program Director's Name: _____ **Date:** _____

Signature: _____ **Department:** _____

Registrar's Office Signature: _____

EXAMINATION RECORD

Examination Instructor's Name: _____

Date of Examination: _____ **Grade:** _____

Signature: _____ **Date:** _____

RECORD AUTHORIZATION

Registrar's Office Signature: _____ **Date:** _____