Registrar's Office,
University of Maryland, Baltimore County,
Sherman Hall, 2nd Floor (B-Wing),
1000 Hilltop Circle, Baltimore, MD 21250

UMBC Administered Departmental Exam

- Students who have completed 12 or more credits and are in good academic standing (2.0 GPA or higher) at UMBC may request consideration for competency-based education credit through a UMBC Administered Departmental Exam.
- UMBC Administered Departmental Exams are subject to availability as determined by the appropriate academic department.
- Credits earned through departmental exams are applicable toward the 120 academic credits required for graduation, the General Education Requirements as well as the 30 credit minimum resident requirement. Credit(s) awarded through departmental exams shall not be used for purposes of a course repeat. The P/F grading option is permissible within regulations applying to P/F courses at UMBC and grades will be calculated accordingly.
- *Fees: non-refundable fee of $5 per credit will be billed to your UMBC Account.*
- *Completed form must be submitted by faculty or staff from the department administering the exam. Forms can be scanned and submitted electronically at https://registrar.umbc.edu/RT/Records/ (as an attachment) through your myUMBC account or hand-delivered to the Registrar's Office.*

Student's Information

Date:	UMBC email ID:	Campus ID:	Fall Name (L Name, F Name, M Initial):

Course Information /Semester / Major

Semester: ☐ Fall ☐ Spring ☐ Winter ☐ Summer	Year:	Major:

Course Number:	Title:	Credits:

Reasons for Request:

Student's Signature:	Advisors Name:	Advisor's Signature:

Signatures & Approvals

Instructor's Name (Please Print):	Instructor's Signature (Required):	Date:
Dept. Chair / Program Director Name:	Signature:	Date:

Examination Record

Date of Examination:	*Grade:*	
Examination Instructor's Name:	*Signature:*	*Date:*

For Registrar's Office: Process Date / Processed by/Sign: