# APPLICATION TO ESTABLISH CREDIT BY EXAMINATION

**Submission Deadline Fall:** November 15  
**Submission Deadline Spring:** April 15

Name ___________________________  I.D. ___________________________  Date ___________________________

I request permission to take an examination in ___________________________, equivalent to the course listed in the University Catalog as ___________________________ and carrying credit for ___________________________ semester hour(s). In support of this request, I submit the following statement providing information as to when, where, and under what conditions a knowledge of this subject matter was acquired:

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Signature of Student

**FOR OFFICE USE ONLY**

<table>
<thead>
<tr>
<th>Hours Completed</th>
<th>Grade Point Average</th>
<th>Total No. of Credits Earned through Credit by Exams</th>
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<thead>
<tr>
<th>Amount Posted to Student Account</th>
<th>Date Posted</th>
<th>Clerk</th>
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<tbody>
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<td>$______________________</td>
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Registrar’s Office

APPROVED ☐  NOT APPROVED ☐

Department Chair(s)*

Instructor Administering Exam

APPROVED ☐  NOT APPROVED ☐

Dean

APPROVED ☐  NOT APPROVED ☐

Vice President for Academic Affairs

**Instructions:**

1) The student should review the rules governing the establishment of credit by examination.
2) The student should complete the top portion of the application.
3) The Office of the Registrar will provide the information in the section labeled For Office Use Only.
4) The student must then get approval from the Department Chair and the Dean of the School in which the student is pursuing a major. *If the course for which “Credit by Examination” is sought is in another department, the student must get the approval of that department chair, as well. Finally, the student must get the approval of the Vice President for Academic Affairs (J.T. Williams Building).
5) Next, the student should submit the completed, signed application to the Office of the Registrar. The Office of the Registrar will provide a copy for the student to submit to the instructor. The instructor will schedule and administer the exam.
6) The Office of the Registrar will post the appropriate fee to the student’s account once the application has been approved.
7) When the examination has been completed, the graded examination and the supplementary grade report (with all appropriate signatures) should be submitted to the Office of the Registrar by the Department Chair of the department where the exam was administered.
8) Application to establish credit by examination must be made by **November 15th** of the Fall semester or **April 15th** of the Spring semester.

* Revised 7/10
REGULATIONS GOVERNING THE ESTABLISHMENT OF CREDIT BY EXAMINATION

Credit towards the bachelor’s degree may be established by examination under the following conditions:

The applicant must have completed at least 12 semester credits at UMES with an average grade of “C” or better before making application for an examination to establish credit. The Department Chair and Dean may waive this regulation for entering freshmen who wish to pursue the examination to establish credit based on previous training.

The total number of credits that may be established by examination cannot exceed 60 semester credits. “Credit by Examination” cannot be used for a course in which the student has previously earned a letter grade (A, B, C, D, or F); or in which the student received a W or I grade. Additionally, credit by examination cannot be awarded for a course which was audited during a previous semester. Usually credit by examination will not be accepted for any part of the final thirty (30) semester credits, which must be completed in residence. However, if permission is granted by the Vice President for Academic Affairs, six (6) semester hours of the final thirty (30) may be established by examination. However, in no case does this permission waive the minimum residence requirement of 30 semester credits.

The fee for credit by examination is $30.00 per credit hour for full-time students. A grade of “C” or higher must be obtained in order to establish credit by examination.

Applications for examination to establish credit by examination must be approved on an individual course basis. Approval will not be granted at the same time for examination in a sequence of courses. Approval to take an examination in any course will depend upon the student having established credit in all prerequisites or having received the approval of the Department Chair, the Dean and the Vice President for Academic Affairs. Application for credit by examination is equivalent to registration for a course with the following conditions:

1. A student may cancel an application at any time prior to completion of the examination with no entry on the permanent record. The examination instructor will make the results of the examination available to the student prior to formal submission of the grade. A student may elect not to have the grade recorded. In this case, the grade of “W” will be recorded. No course may be attempted again in this matter.

2. Grades earned on examination to establish credit will be posted on the student’s transcript and used in computing the student’s grade point average. Such credits shall be accompanied by the phrase, “Test Credit,” “By Exam” or “By CLEP,” whichever is applicable.

3. The instructor must certify on the report of the examination that copies of the examination questions and the student’s answers have been filed in the Office of the Registrar.

4. Part-time or special students are not eligible to establish credit by examination.

5. All credit by examinations must include the student’s name, ID#, and the date the exam was administered.

Note: Students are advised that many University of Maryland schools will not accept transfer credits taken through this process.