Credit by Examination Request

Requirements and restrictions
Credit by examination is offered at the discretion and with the approval of the collegiate academic department. Before considering an examination for credit, a student must consult the appropriate department to determine if such an examination is available. This option is available to any currently registered UMD student. If a course is available for examination by credit, the student cannot be currently enrolled in that course. To earn credit by examination, the work must be of C quality (i.e., grade of C- or higher). A student may not first take a University course, earn a grade, then take an examination for credit for that course content.

PROCEDURE
Student Steps:
1. Complete a Credit by Examination Request form for each examination.
2. Go to One Stop Student Services to verify enrollment.
3. For each examination, pay a $50-per-credit fee and obtain your Credit by Examination Payment Card(s) at the cashier’s window in the Darland Administration Building. (If you decide not to take the examination, you must return this form and the payment card(s) to One Stop Student Services, 23 Solon Campus Center, before you can receive a refund.)
4. Present this form with the payment card(s) to either the instructor or department head.

Instructor Steps:
1. Prior to administering the examination, verify that the student has the payment card(s) for the $50-per-credit fee.
2. Complete and return the Request for Credit by Examination (Request for Special Examination), payment card(s) attached, to One Stop Student Services, 23 Solon Campus Center.

Complete this form in Adobe Reader software, not a Web browser, to ensure the privacy of your information. Place the cursor in a field and type. Print a copy to add the required signature(s) in blue or black ink.

STEP 1. Student Request

Last name—type or print neatly in ink            First            Middle

Student ID number       UMD College       U of M e-mail       Phone (include area code)
@d.umn.edu

UMD Course for which the examination is requested

Department          Course Number          Course Name          Number of Exam Credits

STEP 2. Enrollment Verification

Student is registered for ______ credits for  ☐ Fall 20___  ☐ Spring 20___  ☐ Summer 20___

Staff Signature          Date

STEP 3. Authorization

Payment card received and attached: ☐ Yes           Date exam was given:

Outcome of the exam:  ☐ Did not pass; no credit awarded  ☐ Passed; earned ______ credits

Required Signatures

Instructor Signature          Date

Department Head Signature          Date

To request copies of this form in an alternative format: 218-726-8000.
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