

This cover page includes instructions about where and how to turn in your form. If you are submitting a form that contains personally identifiable information (i.e. name, student ID number, date of birth), we encourage you to **submit the completed form by mail or in person.**

**BY MAIL TO:**

UMD One Stop Student Services  
1117 University Dr, 23 SCC  
Duluth MN 55812

**IN PERSON ON CAMPUS TO:**

**One Stop Student Services**  
23 Solon Campus Center

If you choose to submit the completed form by email, for your security we prefer to receive this form via your **UMD email address (xxxxxxx@d.umn.edu).**

To learn more about what might be personally identifiable information, visit [studentprivacy.ed.gov](http://studentprivacy.ed.gov).

**No need to print this cover page.**

**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.

**RETURN FORM:**

**BY MAIL TO:**

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1117 University Dr, 23 SCC  
Duluth MN 55812

**IN PERSON ON CAMPUS TO:**

**One Stop Student Services**  
23 Solon Campus Center

**QUESTIONS?**

Phone: 218-726-8000  
TTY (hearing impaired):  
800-627-3529  
Email: umdhelp@d.umn.edu

For Office Processing Only	
<input type="checkbox"/> Exam Credit Verified & Processed	
Payment Verified: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Staff Initials	Date

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 @d.umn.edu	Phone (include area code)
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 <input type="checkbox"/> Fall 20____ <input type="checkbox"/> Spring 20____ <input type="checkbox"/> Summer 20____			
Staff Signature			Date
STEP 3. Authorization			
Payment card received and attached: <input type="checkbox"/> Yes		Date exam was given:	
Outcome of the exam: <input type="checkbox"/> <b>Did not pass</b> ; no credit awarded <input type="checkbox"/> <b>Passed</b> ; earned _____ credits			
Required Signatures			
Instructor Signature			Date
Department Head Signature			Date