

A	PRINT FULL NAME	LAST	FIRST	MIDDLE	STUDENT ID									

REQUEST FOR CREDIT BY EXAMINATION

ACTIVE DEGREE STUDENTS ONLY

B

POLICY	
The student must neither have audited, previously received a grade or mark, nor attempted a prior special examination in this course at UVM or at any other institution of higher education. Only specific University courses may be challenged. The student may not take a special examination in a course whose content is presupposed by other courses the student is currently enrolled in or has already taken. In cases of uncertainty, the department chairperson shall decide whether it is appropriate for the student to take a special examination for credit in a particular course. Upon passing the special examination, as determined by the examiner and the chairperson of the department in which the course is given, the student receives credit, but not a grade, for the course.	
I have read the above Policy Statement:	
_____ STUDENT SIGNATURE	____/____/____ DATE



The University of Vermont
 OFFICE OF THE REGISTRAR
 WATERMAN BUILDING
 BURLINGTON, VERMONT 05405

C

REQUEST FOR PERMISSION TO ATTEMPT CREDIT BY EXAM			
COURSE			
DEPARTMENT	COURSE NUMBER	TITLE	CREDITS
REQUIRED SIGNATURES			
_____ ACADEMIC ADVISOR		____/____/____ DATE	
_____ CHAIRPERSON OF DEPARTMENT ADMINISTERING EXAM		____/____/____ DATE	
_____ ACADEMIC DEAN		____/____/____ DATE	

INSTRUCTIONS	
1. SECTION A	(Top of Page) Print your last, first, and middle name as well as your student ID number.
2. SECTION B	Read and sign the credit by exam policy.
3. SECTION C	Complete the section and secure the appropriate signatures.
4. SECTION D	Pay the appropriate fee to the Cashier's Office.
5. SECTION E	After the request is approved and the fee has been paid at the cashier's office, bring this form to the examination. If the examination is passed obtain the appropriate signature. The completed form should be forwarded to the Office of Transfer Affairs, 360 Waterman, transfer@uvm.edu .
Note: Only credit hours will be recorded on the academic record. Credit received through the Credit by Examination process is applied to total credits earned, not to a particular term.	

-- THE CREDIT BY EXAMINATION FEE MUST BE PAID BEFORE THE EXAMINATION IS ADMINISTERED --

D

CASHIER'S OFFICE
- Student should pay the current CREDIT BY EXAMINATION fee. - Credit hour(s) for this EXAMINATION indicated under section C. - Please contact the Registrar's Office with questions.
____/____/____ DATE

E

I CERTIFY THAT THE EXAMINATION WAS PASSED ON ____/____/____ DATE
_____ SIGNATURE OF CHAIRPERSON OF DEPARTMENT ADMINISTERING EXAM
THE COMPLETED FORM SHOULD BE FORWARDED TO THE OFFICE OF TRANSFER AFFAIRS, 360 WATERMAN BLDG., TRANSFER@UVM.EDU.