



### Request for Graduate Credit by Exam

Credit by examination will be awarded upon successful completion of a formal examination (typically written) at a normal standard for examinations within the department or program. The examination must be approved by a committee composed of the examiner plus two full members of the graduate faculty. A copy of the examination, the student's answers, and the names of the examiner and the other committee members must be placed in the student's file in the department or program. The maximum number of credits by examination that can be applied to a 30-credit master's degree is 12 for a non-thesis Master's degree and six for the thesis option. Students must include proof of payment when submitting this request to the Office of the Registrar.

Student's Full Name (Last, First, Middle)

Student ID Number

Today's Date

Street Address

Graduate Program

City, State, Zip

Degree Sought

Month & Year Started

Student's Telephone

Student's UMD Email Address

Course Title

Course Prefix & Number

Credits

By signing, I affirm that I have read the Credit by Exam policies and I understand the conditions listed above.

Student Signature

Date

By signing, I affirm this student has permission to request Credit by Exam and the examining committee meets all requirements as set by The Graduate School.

Director of Graduate Program Signature

Date

Student Financial Services & Cashiering (SFSC) Fee

Date Paid

SFSC's Signature/Stamp

By signing below, I affirm the student listed above has successfully passed the administered exam.

Examiner Name

Signature

Date

Phone Ext

UMD Email Address

Committee Member One

Signature

Date

Phone Ext

UMD Email Address

Committee Member Two

Signature

Date

Phone Ext

UMD Email Address

Registrar or Designee

Signature

Date

Phone Ext

UMD Email Address