## Instructions

1. Student must be currently enrolled at the University of Delaware to earn Credit by Examination.
2. Student consults with department chairperson regarding basis for awarding credit and obtains signature.
3. Student pays non-refundable $75 per credit hour fee at Cashier’s Office, Student Services Building. Payment must be made prior to sitting for examination.
4. Cashier’s Office records payment amount and date-stamps form.
5. Student presents form to the faculty examiner and completes arrangements for evaluation.
6. After completion of evaluation, faculty examiner checks method of evaluation.
7. Faculty examiner enters letter grade of C- or better, which counts in the UD GPA. Number of credit hours must equal the number of credit hours for which the course is approved.
8. Faculty examiner forwards form with grade entered to the Office of the University Registrar.
9. The Registrar’s Office enters credit by examination data in student’s record within 5-7 business days after receiving the grade.

### Registrar’s Use Only

<table>
<thead>
<tr>
<th>Term</th>
<th>Date Entered</th>
<th>Initials</th>
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## Student Information

Name (F, M, L)

UDEL Email

Phone (area code, #)

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## Course Knowledge Evaluated By

- [ ] Written Examination
- [ ] Oral Examination
- [ ] Other (please specify) __________________

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## Basis for Request

- [ ] Professional Experience
- [ ] Study at another institution - not acceptable as Transfer Credit
- [ ] Other (please specify) __________________

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## Course Title

COURSE ALPHA CODE AND #
(Ex. CHEM 220)

# OF CREDIT HOURS

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## Department Chairperson Section

APPROVED FOR EXAMINATION

___________________________________________

Course Department Chairperson Date

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## Faculty Examiner Section

COURSE KNOWLEDGE EVALUATED BY

<table>
<thead>
<tr>
<th>GRADE</th>
<th>(C- or better)</th>
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RECOMMENDED BY

___________________________________________

Faculty Examiner Date