



Credit by Departmental Examination Form

Credit by Departmental Examination may be earned if a student has previous knowledge or proficiency in an area of study and arranges to take a departmentally administered examination. The department involved must be willing to offer a test that measures the same level of proficiency as is required to earn credit for enrollment in the course. Frequently this is the final exam for the course. Before taking a departmental examination, students must register in the Registration and Records office. The charge for attempting credit by departmental exam is equal to 1 credit hour.

Student Name: _____

Student ID Number: _____

I hereby request permission to take the prescribed advanced placement exam in the following course:

Subject: _____ Catalog Number: _____ Credit Hours: _____

Course Title: _____

Semester: Fall Spring Summer Year: _____

- I understand that I must be enrolled at UMKC in the term the exam is administered.
- I understand that I must not have attempted to enroll or audit the course within the last three terms.
- I understand that I am responsible to pay the charge for attempting the departmental exam which is equal to 1 credit hour. Payment must be received before a transcript will be released.
- I understand that a grade of "C" or better must be made on the examination in order to receive credit.

Student Signature: _____ Date: _____

You must obtain approvals in the order shown:

1). **Instructor:** *The student will be enrolled in a special credit-by-exam section of the above named course and you will be listed as the instructor of record. Please verify that you see the exam "course" in Pathway before administering the exam. When the student has completed the exam, submit the grade via Pathway as you would for any other class, or complete a grade change card and turn it in to your dean's office for processing.*

Print Name: _____ EMPL ID: _____

Signature: _____ Date: _____

2) **Dean:** _____ Date: _____

3) **Registrar:** _____ Date: _____

Forms must be submitted prior to the last day of the term in which credit is to be granted. Students must pay for the exam credit before they will be able to receive a UMKC transcript. Return completed forms to:

Mailing Address:
UMKC Registration & Records
5100 Rockhill Road
Kansas City, MO 64110

Location:
Registration & Records Office
5115 Oak Street
Administrative Center Room 115

Fax:
816-235-5513