



SENIORS ONLY: Have you applied for graduation?

Credit by Exam

INSTRUCTIONS: These steps must be complete in the order listed to receive credit.

1. Complete sections A and B below.
2. Obtain the signature of the department chairperson offering the course.
3. Pay \$15.00 per course at the [MarketPlace](#). Select "Other" for reason of payment. In the comments section, state "Credit by Exam". This fee is non-refundable. An e-receipt will be sent to your student email account.
4. Present this form and e-receipt to the instructor/examiner.
5. The instructor/department will mail the complete form and e-receipt to the Office of the Registrar.

SECTION A

Are you currently enrolled at Charlotte? Term: _____ Year: _____

You must be enrolled at UNC Charlotte to receive credit.

SECTION B

Last Name: _____ First Name: _____ Middle Initial: _____

UNC Charlotte Email: _____

UNC Charlotte ID: _____ Major: _____

(Do not use Social Security Number)

Course Department: _____ Number: _____ Hours: _____

Course Title: _____

Have you ever passed or failed this course at Charlotte?

If the answer is Yes, you may not take this course as credit by exam.

Student Signature Date

Department Chairperson Signature Date
(Dept. offering the course)

----- DEPARTMENT SECTION – DO NOT WRITE BELOW THIS LINE -----

EXAM GRADE: _____

Pass

Fail

Instructor's Signature Date

Instructor/Department: Mail completed form & receipt to the Office of the Registrar