UNIVERSITY OF GUAM
UNIBETSEDÅT GUAHAN

CREDIT BY EXAMINATION

CHECKLIST:

☐ **CREDIT-BY-EXAMINATION REQUEST FORM.** Complete and sign the credit-by-examination request form. You must obtain approval from the Registrar, your Academic Advisor, and the Instructor, Division Chair and Dean offering the course.

☐ **PAY TUITION AND SUBMIT FORM.** PAY tuition AND SUBMIT completed credit-by-examination request FORM TO the PROFESSIONAL AND INTERNATIONAL PROGRAMS (PIP) OFFICE located at the 2nd floor of Computer Center for registration.

NOTE: Student may not attempt the examination unless the above has been met. A receipt of payment must be displayed to the instructor before he/she administers the examination.

Student's Name: _____   Student ID#: _____

I hereby request permission to attempt to secure credit by examination for the following course:

COURSE NUMBER	COURSE TITLE	CREDIT HOURS	SEMESTER

Student's Signature: _____   Date: _____

REGISTRAR	ELIGIBLE TO ATTEMPT COURSE? [ ]YES [ ]NO (Indicate Reason) AREC Initial:_____		
	PRINT NAME	SIGN	DATE
ADVISOR	[ ]APPROVED [ ]DISAPPROVED (Indicate Reason)		
	PRINT NAME	SIGN	DATE
DIVISION CHAIR	[ ]APPROVED [ ]DISAPPROVED (Indicate Reason)		
	PRINT NAME	SIGN	DATE
INSTRUCTOR	[ ]APPROVED [ ]DISAPPROVED (Indicate Reason)		
	PRINT NAME	SIGN	DATE
DEAN (College Offering Course)	[ ]APPROVED [ ]DISAPPROVED (Indicate Reason)		
	PRINT NAME	SIGN	DATE

Eligibility: Credit by examination refers to the granting of credit to a student who passes a specific, predetermined exam for a class that she or he has not actually taken. This credit may be granted in certain cases, but only if the course is one on the credit-by-examination listing in the Registrar's Office, and only if the student is eligible for earning such credit. A person is ineligible for credit by examination if she or he has previously enrolled or is currently enrolled in the course. Before applying for credit by examination any person who has not previously been enrolled at the University of Guam must have been accepted by the University, following completion of the standard Application for Admission form.

Revised 01/2018

For questions regarding this form, please contact the Professional & International Programs (PIP) Office at 671-735-2600.