



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