

**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 GLOBAL LEARNING AND ENGAGEMENT (GLE) OFFICE located at the 2<sup>nd</sup> 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
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Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

<b>REGISTRAR</b>	ELIGIBLE TO ATTEMPT COURSE? [ ] YES [ ] NO (Indicate Reason) AREC Initial: _____		
	PRINT NAME	SIGN	DATE
<b>ADVISOR</b>	[ ] APPROVED [ ] DISAPPROVED (Indicate Reason)		
	PRINT NAME	SIGN	DATE
<b>DIVISION CHAIR</b>	[ ] APPROVED [ ] DISAPPROVED (Indicate Reason)		
	PRINT NAME	SIGN	DATE
<b>INSTRUCTOR</b>	[ ] APPROVED [ ] DISAPPROVED (Indicate Reason)		
	PRINT NAME	SIGN	DATE
<b>DEAN</b> (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 08/2023*

*For questions regarding this form, please contact the Global Learning and Engagement (GLE) Office at 671-735-2600/1.*