

Proficiency Examination Programs (AP, IB, CLEP, A-Level, Credit By Examination)

The University of Maryland, College Park offers new, continuing, and returning students several opportunities to earn college credit by demonstrating achievement in a subject field through examination. College Park recognizes the following proficiency examination programs for credit: Advanced Placement (AP), International Baccalaureate Exams (IB), Advanced Level/Advanced Subsidiary Level Exams (A-Level), College-Level Examination Program (CLEP), and Departmental Proficiency Exams (Credit-by-Examination). Undergraduate students may earn a total of up to one-half of the credits required for their degree through Prior Learning Credit. Usually, this is no more than 60 credits. Students are responsible for consulting with the appropriate dean or advisor about the applicability of any credits earned through Prior Learning Credit to a specific degree program. Students should also seek assistance in determining which University of Maryland, College Park courses duplicate credits earned for an examination. Students will not receive credit for both passing an examination and completing an equivalent course.

Credit By Examination forms can be picked up at the Office of Letters and Sciences in 1117 Hornbake Library. Forms must be picked up in person.

Policies governing Credit by Examination:

1. The applicant must be formally admitted to the University of Maryland, College Park. Posting of credit earned, however, will be delayed until the student is registered.
2. Departmental Proficiency Examinations may not be taken for courses in which the student has remained registered at the University of Maryland, College Park, beyond the Schedule Adjustment Period even with a transcript notation of W.
3. Departmental Proficiency Examinations may not be used to change grades, including Incompletes and Withdrawals.
4. Application for credit-by-exam is equivalent to registration for the course at College Park; however, the following conditions apply:
 - a. A student may cancel the application at any time prior to completion of the examination with no entry on his/her permanent record. (Equivalent to the schedule adjustment period.)
 - b. The instructor makes the results of the examination available to the student prior to formal submission of the grade. Before final submission of the grade, the student may elect not to have this grade recorded. In this case, a mark of W is recorded. (Equivalent to the drop period.)
 - c. No examination may be attempted more than twice.
 - d. The instructor must certify on the report of the examination submitted to the Office of the Registrar that copies of the examination questions (or identifying information in the case of standardized examinations), and the students answers have been filed with the chair of the department offering the course.
5. If accepted by the student (see 4b above), letter grades earned through credit-by-examination are entered on the student's transcript, and are used in computing his/her cumulative grade point average. A student may elect to take a credit-by-exam Pass-Fail only if the credit fulfills an elective in the student's degree program. **No college, major, field of concentration, or general education program requirement may be taken under the pass-fail option.** Please refer to the Pass-Fail policy under the Records section in this chapter.

Credit By Examination Form Instructions
Office of Letters and Sciences
1117 Hornbake Library

Use these instructions to complete the Credit By Examination (CBE) form. Contact the Office of Letters and Sciences (LTSC) for any processing questions.

1. Fill out Section I. (LTSC will keep the pink copy.)
2. Bring an updated copy of your academic transcript (including transfer and current courses) to the department in which the test is to be taken along with the form.
3. Present the form and transcripts to the Chairperson or designated representative in the academic department in which your request is being made.
4. If approved, make arrangements with the academic unit to take the examination. (Information about who to contact will be given by the Chair or designated representative. If denied, please return the form to 1117 Hornbake.)
5. Take a copy of the approved form (Section II should be completed) to the Financial Service Center (Bursar's Office) in the Lee Building and make payment for the test. Pay the fee only when certain the exam will be given. (NO REFUNDS are given.)
6. Take receipt for payment and the approved form to the test taking location as previously arranged and present the PAID charge (by means of the receipt) to the Chairperson or representative administering the exam.
7. After completing the exam, the student will sign the last section of the form indication completion of the credit-by-exam process. (The department will keep the yellow copy; student keeps white copy.)
8. Upon completion, the Chair or designee will process a "Change of Grade" form instructing the Registrar's Office to post the grade for the course. This is an internal process specific to each department. The LTSC staff *does not* process the grades for the exams. Students do not handle the "Change of Grade" forms at any time.

White Copy: Student

Yellow Copy: Dept. Office

Pink Copy: LTSC Office