

Acceleration Programs

Advanced Placement (AP)*

HCC awards college credit for scores of three, four, or five on the College Board Advanced Placement Program examinations given at high schools each May. Once credit is awarded, the student may not repeat the course for a letter grade. No credit will be awarded to students who have previously been awarded CLEP or regular college credit for the same course.

* **NOTE:** To see course equivalencies and related information, refer to www.facts.org.

Certified Professional Secretary

HCC will award 12 semester hours of credit to students who have passed the Certified Professional Secretary Examination and earned the designation “CPS.” (For further information, contact the appropriate campus academic dean or the Director of Technical Programs.)

College Level Examination Program (CLEP)*

CLEP provides an opportunity for those who have achieved a college level of education outside the classroom to demonstrate their achievement through testing and to earn college credit.

The advising and counseling staff can assist a student in determining which CLEP examination to attempt. CLEP tests are given at the Dale Mabry and Brandon Test Centers on the published dates. Applications are available at any HCC campus.

Students may earn up to 45 semester hours. The grade of satisfactory “S” is awarded for CLEP credit earned. Once credit is awarded, the student may not repeat the course for a letter grade.

NOTE: A student who is currently enrolled in a course or who has previously completed a course, even though the grade earned was an “F” is not eligible for CLEP credit for that course. A student who has withdrawn or dropped a course is eligible for CLEP credit the following semester.

* **NOTE:** To see course equivalencies and related information, refer to www.facts.org.

Credit-by-Examination

Students may earn credit in approved courses by earning “C” or better on the appropriate HCC examination. Exams are given on dates published in the College’s annual calendar. Credit awarded by examination becomes part of the student’s permanent record, and the grade earned on the examination is used in calculating students’ cumulative GPAs.

A student must obtain approval from the appropriate campus academic dean to take credit-by-examination. In addition to a \$15 non-refundable examination fee, a student who passes the examination will be required to pay a per-credit hour processing fee. A student may obtain the required forms and additional information through the appropriate campus academic dean.

A student is not eligible to attempt credit by examination for any courses in which the student is currently enrolled. A student who has completed a course and earned a grade of “D” or “F” is eligible to repeat it through credit-by-examination. Grades for courses repeated through credit-by-examination are recorded in the same way as courses repeated through class attendance.

If a student has applied to graduate at the end of the term and intends to take one or more courses through credit-by-examination, that student must notify the graduation clerk in the campus office of Admissions, Registration and Records (AR&R). In order for credit earned through examination to be used in meeting graduation requirements, a student must submit documentation of the passing grade to the appropriate AR&R office three weeks prior to the end of the academic term.

NOTE: Credit earned through credit-by-examination may not be counted toward the requirement that students complete at least 25% of the credit hours applicable to a degree in residence at the College.