PURPOSE:

This document establishes a standard process by which students may earn Credit by Exam.

ELIGIBILITY:

Students wishing to test their knowledge of a language may apply through the Office of the Dean of Arts & Sciences. Those qualified will be offered one of three language exams currently available: Spanish, French, or German. The following steps must be taken.

1. Obtain a Credit by Exam form from the Dean of Arts & Sciences.
2. Pay the test proctoring fee of $20 at the Bursar’s office.
3. Take the form with the “Paid” stamp to the Testing Center with a photo ID.
4. After testing, the Test Center will forward the results to the Dean of Arts & Sciences.
5. The student will then follow up with the Dean.

PROCESS:

Upon receipt of the Credit by Exam form and proper photo ID, the Test Center will administer the exam in the following manner.

1. Attach a scoring sheet to the Credit by Exam form, including the student’s name, HCC ID number, date, test name, form number, grade, and verification.
2. Language exams are offered via cassette tapes. Required materials include the specific language audio cassette, audio tape player, headset, Scantron form, the Test Booklet.
3. After Testing:
   a. Scantron to be scored by key
   b. Results placed on Score Sheet and verified
   c. Results sealed in envelope and sent to Dean of Arts & Sciences
   d. Student must pay $20 per credit hour earned.