



Credit by Proficiency Exam Form

Office of the Registrar

H# _____ Student Name: _____ Term: _____

Major: _____ Course Prefix/Title _____

Listed below are the Credit by Proficiency courses offered at HGTC. If you would like to take a credit by proficiency exam, please contact person listed for the course. You are not permitted to take the exam for any course you have previously audited, failed or have an outstanding "I" (Incomplete).

The Credit by Proficiency appears as credit hours earned but no grade is assigned for GPA calculation. Credits by Proficiency cannot exceed 25% of the total credits required for graduation.

Contact the Conway Campus Testing Center at (843) 349-5248 for information or to arrange tests listed below.

- MAT 101 Beginning Algebra
- MAT 102 Intermediate Algebra
- MAT 155 Contemporary Mathematics
- MAT 170 Algebra, Geometry & Trig I

Contact Lydia Tisdale at (843) 349-5275 for information or to arrange test.

- AOT 105 Keyboarding
- AOT 110 Document Formatting

Contact Lorraine Aldrich at (843) 349-1139 for information or to arrange test.

- AHS 102 Medical Terminology

Student Signature: _____

Date

A \$40 fee must be paid to Student Accounts prior to signing up for the exam.

Date of Payment: _____ Receipt #: _____ Authorization: _____

Upon completion of the exam, your score will be forwarded to the Registrar's Office. If a numerical grade of 75 or higher is achieved, credit for the course will be added to your transcript. Score: _____ Pass Fail

Test Graded by: _____

Printed Name

Signature

Date

Updated 3/12/19 hmh

Registrar's Office Use: _____ Date: _____