

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.5.4.1  
Related Policy: 8.5.4  
Title: Credit by Proficiency Examination  
Responsibility: Registrar

Original Approval Date: 08-01-1994  
Last Cabinet Review: 04-09-2025  
Last Revision: 04-09-2025

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President

A credit by proficiency examination may be requested through the Registrar's Office. The Registrar will work with the Department Chair to obtain approval for the request. When a test is approved and available, the student must pass the examination with the minimum grade established by the Department Chair to receive credit. The student who passes the proficiency examination receives exemption credit for the course, which will be included on the student's college transcript. Under no circumstances is credit by proficiency examination allowed if the student wishing to take the proficiency examination has:

- A. Either currently or previously enrolled in the course for which they are seeking proficiency credit past the add/drop period;
- B. Enrolled in the course previously and received an outstanding grade of (I) incomplete for the course for which they are seeking proficiency credit;
- C. Previously audited or failed the course for which they are seeking proficiency credit;
- D. Previously failed the proficiency examination for the course for which they are seeking proficiency credit; or
- E. Not satisfactorily completed the prerequisite courses required for the course for which they are seeking proficiency credit.

It is the responsibility of the Registrar and the Department Chair to verify the above information before approving the credit by proficiency examination form.

## Procedures

- A. The student should request a credit by proficiency examination from the Registrar's Office or the Department Chair.

B. Prior to taking the exam, the student must pay a nonrefundable fee for each examination to Student Accounts.

C. The student must schedule proficiency examination with appropriate Department Chair.

Once the exam has been completed and scored, the Department Chair or Dean will submit the completed credit by Proficiency Examination Form to the Registrar's Office.

D. The Registrar's Office personnel will enter appropriate proficiency credit on the student's record if the exam is passed.

E. Students need to be aware the credit earned through proficiency examination may not be transferable.

F. In accordance with graduation requirements, no more than 75% of the student's program of study can be completed through credit by proficiency, exemption/experiential credit, or transfer credit.