

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: 08-04-2021  
Last Revision: 08-04-2021

---

President

A list of courses for which credit by proficiency examination may be granted can be obtained from the Registrar's Office on the Conway Campus or from the College's website. The student must pass the examination with a numerical grade of 75 or higher in order 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 application to take the proficiency examination.

## Procedures

- A. The student should obtain an application for proficiency examination from the the Registrar's Office.

- B. Pay a nonrefundable fee for each examination to Student Accounts. A student's application form and receipt of payment must be shown to the Department Chair/designee administering the examination before the examination is scheduled.
- C. Schedule proficiency examination with appropriate Department Chair or campus Testing Center.

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. The form is scanned and saved to the student's record.
- 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.