

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
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Last Revision: 07-12-2017

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, from the Director of Student Affairs on the Grand Strand Campus, or Counselor/Advisor on the Georgetown Campus. The student must pass the written 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 he/she is 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 he/she is seeking proficiency credit:
- C. Previously audited or failed the course he/she is seeking proficiency credit;
- D. Previously failed the proficiency examination for the course he/she is seeking proficiency credit, or
- E. Not satisfactorily completed the prerequisite courses required for the course he/she is seeking proficiency credit.

It is the responsibility of the student's advisor, Department Chair, or Testing Center to verify the above information before approving the application to take the proficiency examination.

Applicant Procedures

- A. Obtain an application for proficiency examination from the advisor, Testing Center, or 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.
- D. Examination scores can be obtained at the campus-testing center or at the Department Chair's office.
- E. The Registrar's Office personnel will enter appropriate exemption credit on the student's computerized record if the exam is passed. The form is scanned and saved to the student's academic record.