

## The Challenge Exam

The Challenge Exam offers students who have placed by examination (placement exams) into higher level Spanish classes to obtain credit for those classes. Students do not receive credit for classes they exempted through the placement exams. By taking and passing the Challenge Exam, students may obtain credit for those classes they exempted through the placement exams.

### **Credit by Examination (from USCB Bulletin pg.135)**

Currently enrolled students may obtain credit by examination in a course in which they have had no class attendance or semester standing; permission must, however, be obtained from the Department Chair and Executive Vice Chancellor for Academic Affairs. **A grade of not less than “B” on the examination is necessary in order to receive credit for the course.** Examinations are not permitted in courses in which a student previously has been enrolled regularly or as an auditor. The applicant must pay the Business Office in advance of the examination a fee of \$25 per semester hour; this fee is not refundable. The Business Office will issue a receipt which must be shown to the person conducting the examination, who shall immediately report the results of the examination to the Office of the Registrar. Credits earned under this regulation are recorded with hours earned only.

### **Challenge Exam Instructions**

Steps to take:

1. Students must be registered for courses during the semester to take the challenge exams and for the challenge exam grades to be entered in the system.
2. Take Placement Exam in Spanish or French and show evidence that student placed out of the class to be challenged.
3. Complete and submit the following two forms to Professor Kratky by email attachment or in paper form at least 1 week prior to exam date:
  - a. Challenge Exam Intent Form
  - b. Notice of Credit by Exam (AS 299)

Forms are available outside Professor Kratky's office on the Hilton Head Gateway campus or from the Humanities Department Administrative Assistant's Office – Ms. Myke McCutcheon on the Hilton Head Gateway Campus or by email request to [mccutcheon@uscb.edu](mailto:mccutcheon@uscb.edu). **Make sure to keep copies of these forms for your own files.**

4. Pay fees -\$25 per credit (\$75 per 3 credit course) at the Business Office (Ask for Mary Moonen). The Business Office may request to see copies of your forms to verify Challenge Exam Intent.
5. Submit a copy of the receipt from the Business Office to the professor prior to exam on the day of the exam. The receipt number is required before the credits can be submitted for entry into the system.
6. No receipt - no exam.
7. Results will be added to your academic record and can be viewed through VIP about 6 weeks after the exam.



U N I V E R S I T Y O F  
**SOUTH CAROLINA**  
B E A U F O R T

USCB CHALLENGE EXAM INTENT FORM  
Department of Humanities and Fine Arts

To be completed and submitted 2 weeks prior to exam date

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Student ID Number: \_\_\_\_\_

Placement Exam Results:

\_\_\_\_\_  
\_\_\_\_\_

Previous Spanish courses taken at USCB or other college level institutions:

\_\_\_\_\_  
\_\_\_\_\_

Course(s) To Be Challenged:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
DEPT. CHAIR SIGNATURE

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EVCAA SIGNATURE

\_\_\_\_\_  
DATE



Office of the University Registrar

Columbia, SC 29208 Telephone (803) 777-5555 • Fax (803) 777-6349

Notice of Credit by Exam, Exemption or Advanced Standing

Use this form to award course credit by:

Exemption/Advanced Standing (No USC fee required)

Semester hours of advanced standing credit in certain courses may be earned on the basis of completion of higher level coursework. Restrictions are specified in the appropriate academic program section in the Undergraduate Bulletin. Credits earned under this regulation are added to cumulative hours earned only.

Departmental Examination (USC fee required)

Enrolled students may obtain credit by examination in certain courses which they have had no class attendance or semester standing. Permission must be obtained from the dean of the college in which the course is offered. A grade of not less than B on the examination is necessary in order to receive credit for the course. Examinations are not permitted in courses in which a student previously has been enrolled regularly or as an auditor. The applicant must pay to the Office of Financial Services in advance of the examination a (non-refundable) fee of \$25 per semester hour. The Office of Financial Services will issue a receipt which must be shown to the head of the department conducting the examination, who shall immediately report the results of the examination to the Office of the University Registrar. Credits earned under this regulation are added to cumulative hours earned only.

Note: Do not use this form for College Board AP or CLEP credit.

Student Name [ ][ ][ ] [ ][ ][ ] [ ][ ][ ][ ][ ] Student Number [ ][ ][ ][ ][ ][ ][ ][ ][ ][ ]

1. Department Abbreviation [ ] Prefix [ ] Number [ ] Suffix [ ]

Credit Hours Awarded [ ] Date Credit Awarded [ ]

Course Title [ ]

Please award credit by: [ ] Exemption/Advanced Standing [ ] Departmental Examination (USC fee receipt #: [ ])

Instructor Signature [ ] Date [ ]

Dept. Head/Dean Signature [ ] Date [ ]

2. Department Abbreviation [ ] Prefix [ ] Number [ ] Suffix [ ]

Credit Hours Awarded [ ] Date Credit Awarded [ ]

Course Title [ ]

Please award credit by: [ ] Exemption/Advanced Standing [ ] Departmental Examination (USC fee receipt #: [ ])

Instructor Signature [ ] Date [ ]

Dept. Head/Dean Signature [ ] Date [ ]

Processed by [ ] Date [ ]

## **Summer Challenge Exam Schedule**

**Friday, July 11, 2014: 3:00 pm-5:30 pm-Hargray 217**

**Friday, July 18, 2014: 8:00 am-9:00 am- Hargray 217**

**Friday, July 25, 2014: 3:00 pm-5:30 pm-Hargray 217**

**Friday, August 8, 2014: 3:00 pm-5:30 pm-Hargray 217**

**Monday, August 18, 2014: 9:00 am -11:30 am and 3:00 pm-5:30 pm-Hargray 217**

**Tuesday, August 19, 2014: 9:00 am -11:30 am and 4:00 pm -6:30 pm- Hargray 217**

**Friday, August 22, 2014: 12:00 pm-2:30 pm - Hargray 217**