

## 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

