

**McLENNAN COMMUNITY COLLEGE  
DEPARTMENTAL EXAMINATION FORM  
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Name _____	MCC ID # _____	
Address _____	Telephone _____	
Course Prefix _____	Course Number _____	Course Title _____
Division Chair/Program Director _____		

**This form is for students seeking credit for a course through departmental exams per MCC Policy B-VI (page 4, paragraph 4). The student must complete the sequence as shown below. Initials of appropriate persons in the space provided will indicate completion of each item. The student is responsible for the completion of Items 1-5. AN EXAMINATION WILL NOT BE GIVEN UNTIL THESE ITEMS HAVE BEEN COMPLETED.**

\_\_\_\_\_ 1. Division Chair/Program Director certifies that student has read the information on the reverse side of this form and that both said person and student have signed reverse side of this form.

\_\_\_\_\_ 2. Division Chair/Program Director has reviewed the course outline with the student and recommends examination as requested and has designated (instructor) \_\_\_\_\_ to administer the examination.

Instructor's compensation for administration of departmental examination is \$ \_\_\_\_\_. See *Policies and Procedures, F-III-b, 1, Compensation Schedule for Administration of Departmental Examinations for Credit*.

Account number must be completed for the instructor to receive compensation \_\_\_\_ - \_\_\_\_ - 50002-0.

Fee for departmental examination is \$100. Failure to take test as scheduled will result in forfeiture of testing fee.

\_\_\_\_\_ 3. The Office of Records and Registration certifies that the student requesting the credit by examination has been admitted to the college, is eligible to enroll in college credit courses.

\_\_\_\_\_ 4. The Business Office certifies that the fee for the examination (\$100) has been paid by the student.

\_\_\_\_\_ 5. Instructor verifies that student has completed arrangements to take the examination as follows:

**Date \_\_\_\_\_ Time \_\_\_\_\_ Place \_\_\_\_\_**

**(NOTE: The instructor who administers the test will retain this form until the examination is completed, at which time Item #6 will be completed and the form forward to the appropriate Division Chair/Program Director.)**

\_\_\_\_\_ 6. Instructor certifies the result of the examination as follows:

\_\_\_\_\_ **Passed (CR)**      \_\_\_\_\_ **Failed**      \_\_\_\_\_ **Did not complete examination**

\_\_\_\_\_ 7. The appropriate Division Chair/Program Director certifies credit earned by examination and sends a copy of this form to the Human Resource/Payroll to compensate the instructor for administration of the departmental examination. This original form is forwarded to the Office of Records and Registration.

\_\_\_\_\_ 8. Grade processed by Office of Records and Registration and report of examination is mailed to the student.

***THIS FORM WILL BE RETAINED BY THE OFFICE OF STUDENT RECORDS***

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Students who believe they already possess the knowledge and/or skills taught in certain courses or programs offered by McLennan Community College will be given the opportunity to receive credit by special examination in courses where proficiency may be determined appropriately by examination.

Credit by examination is available to students who plan to enter the College and to students who are currently enrolled. The College awards credit for successful completion of the MCC departmental examination.

Departmental examinations are available for many courses offered by the College. For specific examinations available and for application forms, contact the respective departments. An application form for each examination must be approved by the appropriate Division Chair/Program Director, who will designate an instructor to prepare, administer, and grade the examination.

**GENERAL CATALOG INFORMATION**

A student may request permission to challenge a course for credit by examination provided the student has not completed the course or enrolled in a higher-level sequential course for credit, whether at McLennan Community College or elsewhere.

Credit earned by examination will not become a part of the student's permanent record until an equivalent number of semester hours have been earned in non-developmental classes at MCC.

Generally, no more than 24 hours of credit by examination may be obtained either at McLennan Community College, by transfer from other institutions, or a combination thereof.

However, the credit available through credit by examination in certain health sciences programs may exceed 24 hours. Students should contact the Dean of Health Professions for additional information.

Texas law permits no more than three semester hours in American History and three semester hours in American Government to be earned through credit by examination.

To receive credit by examination at MCC, a student must score at or above the C-level. The course number, title, and credit hours will be entered on the student's permanent record with notation of the type test taken and the score.

A grade of CR (credit) will be assigned for any course in which credit is earned by examination. This grade is not computed in the grade point average. Credit by examination may be attempted only one time for a given course.

There will be no refund and no entry made on the student's permanent record in case of failure of an examination for credit.

Students should direct inquiries concerning courses available for credit by examination to the appropriate Division Chair/Program Director.

**Student's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Division Chair/Program Director's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Dean's Signature** \_\_\_\_\_ **Date** \_\_\_\_\_