Application for Credit by Division Exam

Harford ID: H_____

Last Name: _____ First Name:_____

✓ Read & Complete Both Sides

❒ Division exam **fee** is **$40**, must be **paid prior** to taking the exam, and is non-refundable. There is no guarantee that Harford offers division exams for all courses.

❒ Division exam credit does not post to your HCC transcript until after you have **successfully completed** a three (3) credit HCC course and have a declared program of study.

❒ Harford may not use more than 30 total credits of **non-traditional** credit towards degree requirements. Of the maximum 30 credits no more than 15 credits may be a combination of Harford division exams and portfolio review. Non-traditional credit includes: division exams, military, national exams (CLEP, AP, IB, DSST), ACE credit, portfolio credit, and articulated credit.

❒ Division exam credit is awarded based upon Harford policy. There is **no** guarantee of transfer. If you plan to transfer, it is recommended that you check with your intended transfer institution regarding their non-traditional credit transfer policy.

❒ Division exams may take up to **4 weeks** for review/grading by faculty.

❒ A scanned copy of this form, with your **results**, will be emailed to your OwlMail once results are received and verified. Questions regarding your score should be directed to the faculty evaluator.

❒ Once credit is posted to your transcript; you will receive email notification to your **OwlMail** account.

STEP 1 Circle the Division Exam You Wish to Take (one per form)

Course	Title	Crd Hrs	Testing Approval Required?	Approval Contact Phone	Approval Office Location
ACCT 101	Accounting Principles I	3	John Mayhorne	(443) 412-2382	Bel Air 210
AHS 101	Medical Term & Ethics	3	No		
BA 101	Introduction to Business	3	John Mayhorne	(443) 412-2382	Bel Air 210
BA 203	Principles of Marketing	3	Miriam Huddleston	(443) 412-2426	Bel Air
CADD 101	Introduction to CADD	3	Steve Johnson	(443) 412-2641	Bel Air
CADD 102	Intermediate CADD	3	Steve Johnson	(443) 412-2641	Bel Air
CIS 102	Intro Information Sciences	3	Paul Nesbitt	(443) 412-2101	Joppa
CIS 113	Introduction to PowerPoint	3	Teri Weston	(443) 412-7631	Bel Air
CIS 115	Fundmntl of Programming	3	No		
CIS 145	Intro Microsoft Excel	3	Teri Weston	(443) 412-7631	Bel Air
CJ 103	Intro to Corrections	3	No		
CJ 109	Police Organizatn/Admn	3	No		
CJ 112	Intro Crime Scene Techn	3	No		
EDUC 103	The Young Child	3	Carl Henderson	(443) 412-2354	Fallston 163
EDUC 104	Materials & Curriclm EC	3	Carl Henderson	(443) 412-2354	Fallston 163
EDUC 110	Infant & Toddler Devlpmt	3	Carl Henderson	(443) 412-2354	Fallston 163
EDUC 215	School-Age Child Care	3	Carl Henderson	(443) 412-2354	Fallston 163
OS 100	Keyboarding Basics	1	Sherry Massoni	(443) 412-2645	Joppa
OS 113	Interm Keyboarding/DP		No		
OTHER			Appropriate Division Dean		

❒ Complete STEPS 2-4 on PAGE 2

 Harford ID: H_____

Last Name: _____ **First Name:**_____

STEP 2	Contact Appropriate Dean/Faculty for Approval as Listed on Front, if required.

Approval required: ❒ Yes, obtain signature for STEP 2* ❒ No, proceed to STEP 3

*If **OTHER**: Course: _____ Title: _____ Credit: ____

Dean/Faculty Signature: _____ Date: _____

STEP 3	Bring Completed Application to Cashier in Student Center to Pay Fee. The fee is $40. Cashier Detail Code: 0743

Receipt #: _____ Cashier's Initials: _____ Date: _____

STEP 4	Visit the Test Center, Fallston Hall, Rm 105, with THIS form. Take exam, if space available, or schedule an appointment. You must bring your HCC photo ID and this completed application to take your exam.

Appointment is: Month: _____ Day: _____ Time: _____

Student signature: _____ Date: _____

OFFICIAL USE ONLY – STEPS 5 & 6

Test Center sends application and completed exam to appropriate faculty evaluator.

STEP 5	Faculty Evaluator

Evaluator's Printed Name: _____ Evaluator's Signature: _____

Exam taken: **Course:** _____ **Title:** _____ (must match STEP 1 or OTHER)

Score Received: _____ (70% required for division credit) **Award credit: YES NO (circle one)** Date: _____

➡ Evaluator retains **COPY** for academic division.
Evaluator sends **ORIGINAL** to Registration & Records, Transcript Evaluator, Student Center.

STEP 6	Registration & Records

Date Received: _____

❒ Result scanned ❒ Test/Score/Date entered into SOATEST
❒ Result emailed to student ❒ Entered into SOAPCOL & SPACMNT

Pending 3 credits @HCC: Yes No Major declared: Yes No

Admit Term: _____ Credit Posted Date: _____/Initials: ____