



## Application for Credit by Division Exam

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Harford ID: H\_\_\_\_\_

### ✓ 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 45 total credits of **non-traditional** credit towards degree requirements. 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.
- If you are currently enrolled in the course for which you are taking the Division Exam and pass the exam with a 70% or higher score, please contact Registration and Records for further assistance with dropping the class.
- 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	James "LJ" Baker	(443) 412-2374	Bel Air
AHS 101	Medical Term & Ethics	3	No		
BA 101	Introduction to Business	3	James "LJ" Baker	(443) 412-2374	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	Adam Fantom	(443) 412-2078	Maryland
CIS 115	Fundmntl of Programming	3	Mark Dencler	(443) 412-2439	Joppa
CIS 145	Intro Microsoft Excel	3	Adam Fantom	(443) 412-2078	Maryland
CJ 103	Intro to Corrections	3	Derrick Jones	(443) 412-2315	Joppa
CJ 109	Police Organizatn/Admn	3	Derrick Jones	(443) 412-2315	Joppa
CJ 112	Intro Crime Scene Techn	3	Derrick Jones	(443) 412-2315	Joppa
EDUC 103	The Young Child	3	Laura Hutton	(443) 412-2093	Joppa
EDUC 104	Materials & Curriclm EC	3	Laura Hutton	(443) 412-2093	Joppa
EDUC 110	Infant & Toddler Devlpmt	3	Laura Hutton	(443) 412-2093	Joppa
EDUC 215	School-Age Child Care	3	Laura Hutton	(443) 412-2093	Joppa
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

PAGE 2 - Application for Credit by Division Exam

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: \_\_\_\_\_