

## World Language Credit by Exam Instructions

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The Challenge Exam offers students who have placed by examination (placement exams) into higher level world language classes taught at USC Upstate to obtain credit for those classes.

### Exempt v. Credit

Students do not receive credit for classes they **exempted** through the placement test (available in the Testing Center in Media 218). The placement test (available in Chinese, French, German, Italian, Russian, and Spanish) or a world language assessment in other languages can be used to show that you may **exempt** (not take) the world language general education requirement. Students who are exempt from completing those classes will need to substitute any general education elective course for those credits.

By taking and passing the Challenge Exam, students may **obtain credit** by exam for those classes they exempted through the placement test (available in ASL, Chinese, French, German, and Spanish). Permission must be obtained from the Chair of Languages, Literature, and Composition. Students must successfully complete the equivalent of the course final exam to demonstrate prior learning in that world language. 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, including courses with a W.

The applicant must pay in advance a fee of \$25 per semester hour (typically \$75 per course). The fee is nonrefundable, whether or not students successfully pass the exam. Credits earned under this regulation are recorded with hours earned only; no grades are assigned. The course appears on the transcript as “EX” with no grade points.

### Steps to Earn Credit by Exam (Plan 4-6 weeks for processing)

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 Test in Chinese, French, German, or Spanish in the Testing Center.
3. Contact the Chair of Languages, Literature, and Composition via email ([ckusch@uscupstate.edu](mailto:ckusch@uscupstate.edu)) or in person at HPAC 222 to determine the appropriate course and obtain a signed copy of the Credit by Exam form.
4. Contact the designated professor for your course to schedule a time to complete your challenge exam.
5. Bring your signed Credit by Exam form to the Records Office and pay fees - \$25 per credit (\$75 per 3 credit course) at the Business Office in the Health Education Center.
6. Bring a copy of your completed Credit by Exam Form with receipt and signature from the Business Office to the professor when you take the exam.
7. Complete your Challenge Exam at the scheduled time and earn a grade of B or higher.
8. Your exam professor will grade your exam and determine whether or not you have received credit for the exam. The professor will return your completed Credit by Exam form to the Languages, Literature, and Composition office to be filed and processed by the Records Office.