



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	Crđ Hrs	Testing Approval Required?	Approval Contact Phone	Approval Office Location
ACCT 101	Accounting Principles I	3	Miriam Wiglesworth	(443) 412-2426	Bel Air
AHS 101	Medical Term & Ethics	3	No		
BA 101	Introduction to Business	3	Miriam Wiglesworth	(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	David Law	(443) 412-2264	Joppa
CIS 113	Introduction to PowerPoint	3	Adam Fantom	(443) 412-2078	Maryland
CIS 115	Fundamentl 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	Michelle Lieberman	(443) 412-2315	Fallston
CJ 109	Police Organization/Admn	3	Michelle Lieberman	(443) 412-2315	Fallston
CJ 112	Intro Crime Scene Techn	3	Michelle Lieberman	(443) 412-2315	Fallston
CJ 213	Criminology	3	Michelle Lieberman	(443) 412-2315	Fallston
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 Developmt	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	Edgewood
OS 113	Interm Keyboarding/DP		Sherry Massoni	(443) 412-2366	Edgewood

Appropriate Division Dean

Complete STEPS 2-4 on PAGE 2

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, Maryland Hall, 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
- Result emailed to student
- Test/Score/Date entered into SOATEST
- Entered into SOAPCOL & SPACMNT

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

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