Foreign Language
Credit by Examination Procedure

A student who evidences prior proficiency for a course due to previous work, educational experience, or life experience may apply for credit by examination.

Application to take the examination must be made through the Foreign Language Department’s lead instructor and approved by the department chair using the Permit for Credit by Examination form. The Credit by Exam is administered by Pitt Community College’s Placement Testing office.

No student will be permitted to take the credit by examination without presenting the Permit for Credit by Examination to the Placement Testing office upon arrival for the exam.

**A student may only take a credit by examination for a course once. All grades other than “F” will be recorded on the student’s permanent academic record.**

A student applying for the credit by examination in a foreign language must:

1. Contact the Foreign Language Department’s lead instructor, Anita Smith, and the department chair, Patricia Baldwin, to obtain, approve, and sign the Permit for Credit by Examination.
2. Contact and have the Admissions and Records Office (the registrar) sign the permit.
3. Pay additional nonrefundable tuition, if applicable.
4. Present the permit to Placement Testing office where the examination will be administered.

The Foreign Language Department’s lead instructor grades the exam and reports the results of the examination to the Office of Admissions and Records (Registrar) and to the student within one week of the date of approval of the permit by that office. Credit hours will count toward graduation; these will be computed in grade point average as grades and quality points will be recorded.

**Challenge Examination** – Students already enrolled in a foreign language course who may feel they have become proficient in course subject matter based on work or educational experience may, with the instructor’s approval, “challenge” the course by taking the challenge examination during the first 12 weeks of the semester. A student may not challenge a course more than once. See Challenge Exam procedures.