

MCLL CREDIT BY EXAMINATION PROCEDURE SPANISH COURSES

Enroll in course you wish to challenge by CBE. Go to MCLL department office in Peters Business Bldg 393. Ask for **green** CBE eligibility questionnaire. Fill it out and return it to MCLL office by the end of the first week of classes. **Be sure to attend class and do all work until the process described below is completed.**

Your form is approved by the department Chair.

Your form is not approved by the department chair. You are not eligible for CBE. **End of process.**

MCLL office will notify you to ask you to come in to pick up the next form you will need.

Pick up **pink** CBE form at MCLL office. Obtain course instructor's signature and return form to MCLL for Chair's signature. You will be notified when your form is ready for pick-up.

Contact the person in charge of CBE for the course you wish to challenge. Find out when and where CBE for that level is being administered.

Take CBE test at the appointed time. The CBE proctor will notify you of your results.

Turn in pink CBE form at the contact windows in Joyal. This changes your grading option for the course to CBE.

You passed the exam: you have earned credit for the course. You may stop attending class.

You did not pass the exam. Drop the class or continue attending for a regular grade. Go to Joyal to change your grading option for the course to "letter grade".

End of process.

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