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.

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.

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

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

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

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.

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

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.