

## DEPARTMENTS OFFERING EXAMS

	<b>CHAIRPERSON</b>	<b>OFFICE LOCATION</b>	<b>PHONE NUMBER</b>
Accounting	Richard Ellison	NH 205	732.906.2576
Biology	George Allen	LH 117	732.906.2592
Business Administration & Management	Nancy Bailey	ED 138	732.906.2594
Chemistry & Physics	Diane Trainor	MH 215	732.906.2587
Computer Science	Frank Burke	JLC 203	732.906.2526
Dental Hygiene	Hope-Claire Holbeck	LH 147A	732.906.2580
Electrical Engineering & Automotive Technologies	Marilyn Laskowski Sachnoff	NH 214	732.906.2502
English	Daniel Zimmerman	RH 237	732.906.2591
ESL/Languages & Cultures/International Education	Virgil Blanco	C3 103	732.906.2529
Health, Physical Education/Recreation & Dance	Robert Wisniewski	PEC B102	732.906.2558
Mathematics	Maria DeLucia	C2 103	732.906.2585
Mechanical & Civil/Construction Engineering Technology	Marilyn Laskowski Sachnoff	NH 214	732.906.2502
Medical Laboratory Technology	Stephen Larkin	LH 221	732.906.2581
Paralegal Studies	Richard Ellison	NH 205	732.906.2576
Radiography Education	Albert M. Snopek	LH 111	732.906.2583
Visual, Performing & Media Arts	Jay Siegfried	PAC	732.906.2589



**For further information, please contact:**

The Director of Testing and Tutoring  
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# Questions & Answers

**MIDDLESEX**  
COUNTY COLLEGE

# CREDIT BY EXAMINATION

**Please carefully review the enclosed material which includes:**

1. An explanation of the program and procedures.
2. The current list of courses offered by examination.
3. The appropriate form to be completed.
4. The current list of department chairpersons to contact.

**2007**

## Purpose

Credit by Examination (CBE) provides the opportunity to achieve course credit for college-level courses by taking approved examinations in specific courses recommended by the College.

## Eligibility

Students and others in the community are eligible to apply for Credit by Examination, including anyone who is currently enrolled in the class.

### CBE is recommended for students who:

- were previously enrolled in the class;
- have extended work experience and wish to demonstrate it;
- have done extensive independent study and wish to earn college credit;
- have taken courses at a non-accredited educational institution through correspondence, television, adult educational programs or in the military service and wish to earn credit.

## Application

### ■ CREDIT BY EXAMINATION

An application form may be obtained at the Testing Center.

A student applying to take an examination through the Credit by Examination program must submit a completed application form and the \$65 fee. A separate application form must be submitted for each academic area in which the applicant wishes to sit for Credit by Examination. For example, if a student is applying for Credit by Examination in mathematics and English, he/she must fill out two separate applications and pay \$130.

The application form must be signed by the department chairperson of the course being challenged. The application form and payment must be submitted to the Cashier's Office in Chambers Hall. Call the Testing Center (732.906.2508) to schedule your test appointment.

### ■ COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

Additional courses may be challenged through the College Level Examination Program (CLEP). A complete list and application are available at the Testing Center.

## Receipt of Credit

Students will be awarded credit if they earn a passing grade on the exam.

## Transfer of Credit

The policies of other institutions differ with respect to accepting credit earned by examination. All applicants who plan to transfer from Middlesex are advised to check with the Registrar or Dean of Instruction at the prospective transfer college regarding the individual institution's policy on accepting transfer credit earned by examination.

## Policy Statements

1. The College policy on Credit by Examination complies with the residence requirements for graduation outlined in the College catalog.
2. Each department determines the test used to measure a specific course and specifies the scores necessary to receive credit.
3. The department chairperson shall advise the Credit by Examination applicant; however, the final decision as to whether or not the student shall elect to attempt Credit by Examination rests solely with the student.
4. A Credit by Examination applicant who is registered for a course may apply to take an examination for credit while the course is in progress. The student should remain in the course until he/she has received the results of the Credit by Examination. Upon receipt of the results, the student will have the following options:
  - a. If the student passes the exam, he/she should officially withdraw from the class. The college refund policy applies and a grade of "E" will be recorded at the end of the semester in which the credit was earned.

- b. If the student does not pass the examination, he/she should continue to attend the class until completion.
5. A student may take Credit by Examination if he/she failed a course. Credit by Examination may be used as the "repeat" in the course repeat policy. For example, if the student passes the examination, the grade of "E" will be entered on the permanent record and will be the only grade for the course considered for grade point average computation.
6. Credit by Examination is recorded as an "E" on the student's transcript and is not computed in the grade point average.
7. After a student is placed in a course, the student may not apply for Credit by Examination in a lower level course.
8. Students who have received credit for an advanced course in a sequence of courses may not later apply to receive Credit by Examination for an earlier course in the sequence.
9. A student is not eligible to take Credit by Examination where he/she has already successfully completed the course or where he/she has obtained an incomplete grade (I).
10. An individual may repeat Credit by Examination as many times as the availability of alternate forms of the examination permits.
11. Credit by Examination in a course not offered by the College must be approved by the Curriculum Task Force upon recommendation of the academic department.
  - a. Upon approval of the Curriculum Task Force, the course will be assigned a catalog number and included on the list of courses available by examination.
  - b. Descriptions for these courses will also appear in the College catalog, clearly stating that credit for the course is available only through the examination program.

## Fee Schedule

### CREDIT BY EXAM FEE

\$65 must be presented to the Middlesex Cashier. This includes a \$15 non-refundable processing fee.

### Performance Examination Fees

Performance examinations are available for a limited number of clinical and laboratory courses. Charges may vary according to the length of the evaluation process. In 2007 the following fees apply:

BIO 111-112 .....	\$140
BIO 123-124 .....	\$140
BIO 211 .....	\$ 75
DHY 102 .....	\$100
MED 101 .....	\$110
MED 102 .....	\$110
MED 210 .....	\$135

## Instructions for Filing the Credit by Examination Application

Form obtained at the Testing Center and completed by the applicant:

1. A separate application must be made for each course for which you are applying.
2. Complete page one of the application above the double lines. Use ball point pen or typewriter and press hard as paper is chemically treated.
3. List current curriculum. If you are not pursuing a degree program, use the code EX and the last two digits of the current school year.
4. Ask the chairperson of the department offering the course to review and sign the application on page one.
5. Submit the entire application and proper fees to the College Cashier (Chambers Hall).
6. Call the Testing Center (732.906.2508) to schedule your test appointment.

### PLEASE DO NOT DETACH THE FORMS

The Middlesex Cashier will return the completed Credit by Examination application to the Testing Center.

Incomplete applications will not be processed.

## Current List of Courses Offered Through Credit by Exam

### ACCOUNTING

Course Code	Course Title	Credits
ACC 101	Financial Accounting	4
ACC 102	Managerial Accounting	4

### ART

Course Code	Course Title	Credits
ART 123	Art History: Ancient to Renaissance	3
ART 124	Art History: Renaissance to Modern	3

### BIOLOGY (f)

Course Code	Course Title	Credits
BIO 111-112	Human Anatomy & Physiology I & II	8
BIO 123-124	General Biology I & II	8
BIO 211	Principles of Microbiology	4

### BUSINESS (b)

Course Code	Course Title	Credits
BUS 101	Business Organization & Management	3
BUS 107	Intro to Business Data Processing (d)	3
BUS 115	Mathematics of Finance	3

### CHEMISTRY

Course Code	Course Title	Credits
CHM 107	Principles of Chemistry	4
CHM 115	Chemistry I	3
CHM 116	Chemistry II	3
CHM 121	General Chemistry I	3
CHM 122	General Chemistry II	3
CHM 203	Principles of Organic Chemistry	3
CHM 204	Biochemistry	3
CHM 221	Organic Chemistry I	3
CHM 222	Organic Chemistry II	3

### CIVIL ENGINEERING TECHNOLOGY (b)

Course Code	Course Title	Credits
CIT 104	Construction Surveying I	3
CIT 105	Statics for Technicians	3
CIT 125	Construction Estimating	2
CIT 205	Construction Surveying II	3
CMT 124	Applied Technical Graphics	3
MCT 101	Intro to Engineering Technology	2

### COMPUTER SCIENCE

Course Code	Course Title	Credits
CSC 105	Computer Applications & Systems	3
CSC 107	Computers in Health Technology	1
CSC 108	Introduction to the Internet	2
CSC 110	Microcomputer Operating Systems and Architecture	3
CSC 116	Introduction to Information Systems Security	3
CSC 126	Help Desk Customer Service	3
CSC 133	Introduction to Computer Science using C++	4
CSC 200	Networking Technology	3
CSC 251	Windows Workstation Administration	3
CSC 252	Window Service Administration	3

### DENTAL HYGIENE (d)

Course Code	Course Title	Credits
DHY 102	Radiology	2

### ELECTRONIC AND COMPUTER ENGINEERING TECHNOLOGY (c)

Course Code	Course Title	Credits
ELT 105	Foundations of Electrical & Electronics Technology	4
ELT 110	Electrical/Electronic Devices & Circuits	4
ELT 111	Digital Electronics	3
ELT 210	Electronics Circuits & Systems	4
ELT 221	Electric Circuits I	4

### ENGLISH

Course Code	Course Title	Credits
ENG 121	English Composition I	3
ENG 122	English Composition II	3

### ENVIRONMENTAL TECHNOLOGY

Course Code	Course Title	Credits
ENV 208	Environmental Health Hazards	3

### FIRE SCIENCE (b)

Course Code	Course Title	Credits
FSC 103	Introduction to Fire Protection	3

### MATHEMATICS

Course Code	Course Title	Credits
MAT 101	Freshman Mathematics I	3
MAT 102	Freshman Mathematics II	3
MAT 107	Mathematics I	3
MAT 108	Mathematics II	3
MAT 123	Statistics I	3
MAT 124	Statistics II	3
MAT 129A	Pre-Calculus I	2
MAT 129B	Pre-Calculus II	2
MAT 129	Pre-Calculus	4
MAT 131	Analytic Geometry & Calculus I	4
MAT 132	Analytic Geometry & Calculus II	4
MAT 233	Analytic Geometry & Calculus III	4

### MECHANICAL ENGINEERING TECHNOLOGY (b)

Course Code	Course Title	Credits
CMT 124	Applied Technical Graphics/CAD II	3
MCT 101	Intro. to Engineering Technology	2
MEC 123	Technical Graphics/CAD I	3
MEC 130	Manufacturing Processes and Materials	4

### MEDIA ARTS & DESIGN

Course Code	Course Title	Credits
MAD 107	Photography I	3

### MEDICAL LABORATORY TECHNOLOGY (d)

Course Code	Course Title	Credits
MED 101	Introduction to the Medical Laboratory	2
MED 210	Medical Laboratory Technology I	6

### PARALEGAL STUDIES

Course Code	Course Title	Credits
PLS 101	Legal Research	2
PLS 113	Legal Writing	2

### PERFORMING ARTS

Course Code	Course Title	Credits
THE 123	Theater History	3
THE 124	Contemporary Theater	3

### PHYSICS

Course Code	Course Title	Credits
PHY 101	Principles of Physics I	4
PHY 121-122	General Physics I & II	8
PHY 131-132	Analytic Physics I & II	8
PHY 231	Analytic Physics III	4

### RADIOGRAPHY (b) (e)

Course Code	Course Title	Credits
RAD 257	Radiographic Seminar II	2

(a) Credit by Examination covers only the lecture portion of the course. Student must register separately for the laboratory portion of the course.

(b) See department chairperson for additional courses offered through Credit by Examination.

(c) All ELT courses may be challenged. See department chairperson for details.

(d) This is a two-part exam, written and practical. Check with the department chairperson or the Director of Testing for details.

(e) By permission of chairperson only. Must have completed Radiographic Seminar I (RAD 256).

(f) Credit By Examination covers only the lecture portion of course. A practical examination for laboratory is also required.

(g) Contact department chairperson to schedule test.