

SPANISH PLACEMENT EXAM FORM

Student's Name _____ ID # _____

PART I – To be completed by the student:

I acknowledge the placement exam fee is \$30.00 and must be paid in advance. Once the exam is completed, I will be placed into the appropriate Spanish language course level. I understand I must enroll and pass the next level course in which I am placed with a B- or higher to be eligible to purchase lower level Spanish language credits. The maximum number of credits that can be purchased is six at the cost of \$30.00 per credit. I have until my last semester to contact the Registrar's Office to request purchase of these credits, if eligible.

Student's Signature _____ Date _____

PART II – To be completed by the Student Accounts Office (for \$30.00 exam fee only):

Exam Fee Paid _____ Cashier's Signature _____ Date _____

PART III – To be completed by the Spanish placement proctor:

Note to Proctor: Exam should not be given until Parts I & II of this form are completed. Please submit this form to the Registrar's Office when test is completed and graded.

Name of Proctor: _____

Date Exam Taken: _____ Exam Score: _____

Student placed into the following level of Spanish: _____

Proctor's Signature _____ Date _____

For Registrar Office Use (if applicable):

Date: _____

Course credits purchased: _____ Fee paid: _____

Amount Cashier initials

Courses for academic transcript:

Course code Course Title Credits

Course code Course Title Credits

Entered on transcript (Reg Office initials): _____

For Business Office – Please proceed with payment to exam proctor as noted by Dean's office:

Dean's Office Signature _____ Date _____