

# AUGUSTA UNIVERSITY

## Placement Exam Guidelines: French, German, and Spanish

### Eligibility:

- You may take the placement exam only if you have no college credit in the language.

### Completing the Exam:

- To register for the exam, contact Academic Advising for D2L access.
- Sign in to the placement exam module on D2L to complete the exam.
- The exam lasts approximately 1 hour.
- Once you begin the exam, you may not exit and return later to complete it.
- You may take each placement exam only once.
- There is no fee to take the placement exam.

### Registration:

- Upon completing the exam, you will immediately receive your score and placement information.
- The Department of English and World Languages will enter permission to bypass any pre-requisites and register for the course you placed into.
- You can then register for the course. If you are unable to register, please contact the department for assistance.

### Obtaining Credits:

- Upon completion of the assigned course with a grade of “C” or better, you may have credits recorded on your transcript for the courses you placed out of. There is a nominal fee of \$5.00 per credit hour to have exam credit recorded.
- To have those credits recorded, you must
- submit this form to the Department of English and World Languages for verification of credits;
- pay a fee of \$5.00 per credit hour requested, online at [https://secure.touchnet.com/C26625\\_ustores/web/product\\_detail.jsp?PRODUCTID=220](https://secure.touchnet.com/C26625_ustores/web/product_detail.jsp?PRODUCTID=220)
- submit this form, with the department chair's signature, and a printed payment receipt to the Admissions Office (Benet House).

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I have read these guidelines and understand that it is my responsibility to complete the paperwork.

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Student's Signature

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Date

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## PLACEMENT EXAM CREDIT FORM

\*To be completed once student has completed the course into which he/she placed.

STUDENT NAME: \_\_\_\_\_

STUDENT IDENTIFICATION NUMBER: \_\_\_\_\_

The aforementioned student, having placed into \_\_\_\_\_ by examination, has now successfully completed that course. His/her passing grade validates the placement examination and thereby earns credit for the following lower level course(s):

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**Department of English and World Languages**

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Signature of Department Chair

Date

**RETURN THIS FORM TO ACADEMIC ADMISSIONS IN BENET HOUSE WITH PROOF OF PAYMENT.**