ADMINISTRATION RULES and FEES

MEDIA 5010 WAIVER BY ONLINE EXAM

1. MEDIA 5010 Business Communication is a foundation requirement for the MS Project Management (MSPM) degree. The course includes content and addresses competencies which you may already have mastered adequately. If so, you may wish to take this waiver exam to demonstrate the competencies required for successful business communication in both the project and the general business environments. Passing the exam will release you from the obligation to take MEDIA 5010 as part of the MSPM degree requirements.

2. This exam is administered online by UWP’s Distance Learning Center, via a secure Desire2Learn exam administration site. After your exam fee is remitted, you will receive instructions for access to the exam (fee noted in #7 below).

3. You must consult with your academic advisor before requesting to take the exam.

4. If you have already taken MEDIA 5010 under the direction of UW-Platteville faculty and have earned a grade of “C” or lower, you are ineligible for the waiver exam.

5. This exam is offered on a pass/fail basis only.

6. No credit is awarded for a “pass” grade on the exam, only waiver of the MEDIA 5010 course requirement.

7. The current fee for exam administration is USD$150, non-refundable, and subject to change without notice.

8. You must take this quiz alone. No assistance from other persons allowed.

9. The exam is administered in seven quizzes. All quizzes are open-book (see #11 below). Except as noted below, all quiz items originate with one of the required textbooks for the course, A Writers Reference, 8th ed., by Hacker, Diane, 2015, ISBN: 978-1-4576-6676-6. We strongly recommend that you borrow or buy a copy of this reference manual for study before taking the waiver test. Some test items relating to terminology and Robert’s Rules of Order are not found in the Hacker book, and will require the use of other resources.

10. You may complete each quiz anytime during your access to this test-out site. You are allowed up to one hour to complete each quiz before the system times out. You may use external resources (books, web, etc.) to help you complete the quizzes, but the work must be your own. You may complete the quizzes in any order you choose. Each of the seven quizzes is worth 20 points (140 points total). You must earn a total of 85 percent (119 points) or more overall to successfully pass.

11. Once granted access to the exam site, you will have **14 days exactly in which to complete all quizzes. Extensions are not available.** You are allowed to register for and take this waiver exam only once.

12. You must complete a quiz once you begin taking it. After completing any quiz, however, you may leave the exam site and return later, as long as it is during your 14 day access window.

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