

Proficiency Exam Form

SECTION I – PROCEDURE

1. Discuss your intentions with an instructor or Academic Advisor.
2. Complete Section II. A separate form must be completed for each course for which you are requesting proficiency.
3. If instructor approval is required, have instructor complete Section III.
4. Go to the Registration Office (A 258) to pay fee: \$25.00 per course. The Registration Office will complete Section IV.
5. For exams administered in the Testing Center: Student will bring completed paperwork, receipt of payment, and identification to the Testing Center. For other exams: Return this form to the instructor at the time of examination.
6. Instructor completes Section V.
7. If proficiency credit is granted, it will be recorded on your transcript. Refer to the current year's catalog regarding the awarding of 'credit for prior learning' to a degree and/or certificate.

SECTION II – STUDENT REQUEST



PROFICIENCY EXAMS MAY BE TAKEN ONE TIME ONLY



Name _____ ID # _____

Address _____ Email _____

City/State/Zip _____ Phone # _____

I am not currently enrolled in this course and this is my first attempt for proficiency credit in:

Course Prefix _____ Course Number _____ Course Title _____

Student Signature _____ Date _____

SECTION III – REQUEST APPROVAL

I have met with the above-named student. Sections II, III and IV, will be completed prior to administering the exam.

The examination method to be used will be (mark all that apply):

- Written Examination
 Oral Presentation
 Demonstration / Portfolio

Instructor Signature _____ Date _____

SECTION IV – REGISTRATION OFFICE

The above named student has paid the required fee for the requested exam.

Date _____ Amount Paid _____ Receipt # _____ Enrollment Processor _____

SECTION V – INSTRUCTOR APPROVAL

The Proficiency Exam requested was administered on (date): _____

The student earned _____ hours of credit.

GL Number _____

Instructor Name (please print) _____

Instructor Signature _____ Date _____

*This form must be returned to the Credentials Evaluation Office by the instructor administering the exam.
A copy of the completed form will be mailed to the student and the Controller's Office.*