

APPLICATION FOR CREDIT BY PROFICIENCY BY EXAMINATION

Credit by proficiency examination is classified as non-residence credit. Upon presentation of acceptable evidence of competence, students enrolled in the University may apply for permission to attempt to earn credit by examination in undergraduate subjects. Applications for such examinations will be submitted to the department chairperson which offers the course, who will, if the application is approved, arrange for the administration of the examination.

STUDENTS RECEIVING APPROVAL TO ATTEMPT TO EARN CREDIT BY EXAMINATION WILL PAY A NON-REFUNDABLE FEE OF \$50.00 FOR EXAMINATION FOR EACH COURSE NUMBER LISTED IN THE CATALOG. THIS FEE MUST BE PAID BEFORE THE EXAMINATION IS TAKEN.

Students who have had no previous college experience and who have been admitted as full-time students, may apply for permission to attempt credit by examination in certain undergraduate subjects. Students shall have the option of requesting either a letter grade or a grade of Pass/Fail. A grade of "C" or better will be considered a passing grade for both options. **A grade of "D" is not acceptable for a proficiency examination.** The option selected must be agreed upon by the student and the department offering the course at the time of application for the examination. Because credit by proficiency examination is not considered residence credit, grades are not computed in the student's cumulative gradepoint average.

SENIORS MAY NOT TAKE EXAMINATIONS FOR CREDIT TOWARD ANY DEGREE IN COURSES WHICH ARE NUMBERED BELOW 300.

INSTRUCTIONS TO STUDENT:

1. Complete application.
2. Obtain signature of Advisor & Chairperson of the course & Dean of the student's major.
3. Submit form to Controller's Office for payment.
4. Submit form to Examiner
5. Examiner will forward form to Registrar's Office.

FOR USE IN THE REGISTRAR'S OFFICE

Date Update Made _____ By _____

1. TO BE COMPLETED BY THE STUDENT

I request permission to take a proficiency examination in:

_____ for _____
Dept. & Course No. Credit Hours Course Title

_____ ID No. _____ Date _____
Student Name (please print)

Address to which results should be mailed to:

_____ Street

_____ City, State _____ Zip _____

My reason for attempting this examination is:

2. THE STUDENT WILL OBTAIN THE FOLLOWING SIGNATURES

I recommend that this student be given permission to take the following examination:

Signature of Academic Advisor _____ Date _____

I approve the giving of a proficiency examination to the student in the course listed. The faculty examiner will be _____

Signature Dept. Chairperson offering course _____ Date _____

I approve the giving of a proficiency examination to this student in the course listed.

Signature of Dean of College of student's major _____ Date _____

Pass / Fail Option

It is agreed that this examination will be graded on the pass/fail option and this grade cannot be changed at a later date. Do not sign if a regular letter grade is to be assigned and recorded.

Signature of Student _____ Date _____

Signature of Chairperson/Director _____ Date _____

3. THE STUDENT WILL TAKE THIS FORM TO THE CONTROLLER'S OFFICE

Fee Paid: \$50.00/Course Listed: _____

Date _____ Received by: _____

THE STUDENT WILL PRESENT THIS FORM TO THE EXAMINER

4. REPORT OF THE RESULT OF THE EXAMINATION

The departmental examination for _____ was
(Dept. & Course No.)
taken on _____ Letter Grade _____
(Date)

(Note: A letter grade is assigned. The Registrar will convert to Pass/Fail for that option.)

Signature of Examiner _____

5. The examiner will forward this form to the Registrar's Office.