



Application for Credit by Proficiency Examination

Name _____ ID# _____ Date _____

Campus Box _____ Email _____

PROCEDURE

1. The student visits with the faculty member who normally teaches the course which is to be taken by proficiency examination as to the appropriateness of taking the exam. The student summarizes experiences and background to support the belief s/he is currently proficient (in the box below).
2. If it is agreed the student may take the exam, the faculty member signs this form and the student submits it to the appropriate division chair or dean of the school for approval.
3. If the division or school approves, the student takes this form to Accounting Office or Student Help Desk for payment of the appropriate proficiency exam fee and to the faculty member who will administer the exam.
4. After the exam is evaluated and signed by the instructor, the form is sent to the Registrar.
5. If the course is passed, it is recorded on the permanent record card. No official record is made of a failure, but the form is filed in the student's folder (scanned into OnBase).

Examination is requested in:

_____ Course#

_____ Course Title

_____ S.H.

BACKGROUND/EXPERIENCES CONTRIBUTING TO CURRENT PROFICIENCY LEVEL

CONDITIONS OF THE CONTRACT (Specify the kinds, number, and types of examination(s) that will be given. Attach additional pages if needed.)

Instructor Approval _____

Division or School Approval _____

RECORD OF PAYMENT

Fee Paid: Amount _____ Receipt# _____ Date _____

Cashier _____

EXAMINATION RESULTS

I have administered a comprehensive examination over the content in the above named course on _____ Date _____

The result of the examination is: (Circle One) Pass No-entry
(A grade of "A", "B", or "C" is Pass.)

Instructor Signature _____

Submit Completed Form to Registrar for Processing _____ Date _____

POLICY

There are many courses in which proficiency exams may be given. These exams provide an opportunity for students to receive credit in areas where previous experience or study has given them an understanding of the course material.

To initiate a request for a proficiency exam, the student will first get the approval of the instructor of the course. The application will then be presented for division or school approval.

A list of courses acceptable for proficiency examinations will be prepared by and available from each division/school.

Such examinations are subject to the following limitations:

1. They may be taken only by persons who have matriculated at Graceland.
2. They may not be taken by students who have received credit for more than one semester of work in the subject (specific course, not a general field) in advance of the course in which the examination is requested.
3. They may not be taken to raise grades or to remove failures in courses.
4. They may be taken only once for a given course.
5. They may not be taken by a student during the final term before graduation for credit or for waiver of a graduation requirement or to complete the number of hours required in the student's program.
6. They may not be counted as residence work.
7. The grade given on the examinations is either "credit," "waiver" (meets course requirement but carries no credit), or "no-entry."