



## Proficiency Examinations

Policy governing administration of proficiency examinations is described in the following paragraphs of the University manual. Graduate students should consult with the Graduate School and reference guidelines from the Graduate Student Manual (7.30 – 7.32)

8.36.20 Credit by Examination. Academic departments may give proficiency examinations to requesting matriculating students, and to those non-matriculating students who have been admitted to the University for a future term. Students need not be enrolled in the term in which the examinations are administered. Academic departments shall determine the frequency at which examinations will be offered.

8.36.21 Requests for credit by examination must be approved by the student's academic dean and the chairperson of the department asked to offer the examination. The fee must be paid to the Office of Enrollment Services before the examination is attempted.

8.36.22 To receive credit, an undergraduate student must pass the examination at the "C" (2.00) level, and a graduate student must pass the examination at the "B" (3.00) level. The examiner and the department chairperson must certify to the Office of Enrollment Services that the student has passed the examination at the appropriate level. No grade will be recorded on the student's permanent academic record.

8.36.23 Proficiency examinations may not be taken in courses for which a student is currently enrolled, for courses for which a failing grade was previously received, or when the proficiency examination has previously been failed. A proficiency examination cannot be used as an enrollment under the Second Grade Option. (See section 8.12.30).

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## **Procedures**

1. Obtain the approval of the chairperson of the department in which the proficiency examination is to be attempted. The department chairperson's signature is required in Section 1 of the form.
2. Confer with your academic dean regarding your eligibility to receive credit for the examination. Certification by your academic dean is required in Section 1 of the form.
3. Deliver the certified form to Enrollment Services and pay the appropriate fee. Upon payment, you are eligible to take the examination. Enrollment Services will retain a copy of the form.
4. Make arrangements for taking the examination with the offering department. After scoring the examination, the examiner and the department chairperson must certify to your Academic Dean that the examination was passed at the appropriate level. The department chairperson will forward the certified form directly to your Academic Dean's Office.
5. Upon receipt of the certified form, the Academic Deans Office will post the credits to your academic record. A copy of the completed form should be returned to you by your Academic Dean's office and you should confirm the posting of your credits by reviewing your e\_Campus unofficial transcript.