THE UNIVERSITY OF RHODE ISLAND ENROLLMENT SERVICES

Rev. 6/10/2022

THINK BIG

WE DO[™]

PROFICIENCY EXAMINATIONS

The University of Rhode Island is an equal opportunity employer committed to the principles of affirmative action

Step 1 (Please Print)					
Last Name	First	MI	ID Number		
 Major			College		
Permission is granted	to take the proficie	ency examinati	ion in:		
Course Number	Course Title		Credits		
Department Chairp	erson Date		Student's Academic Dean	Date	
Step 2			Proficiency Exam Fee -	\$65	
			Enrollment Services	Date	
Step 3					
-		• `	ne "C" 2.0 level for an undergraduate st examination for the course noted above		
Examiner	Date	_	Department Chairperson	Date	
Step 4 Posted to the academ	ic record by studen	t's academic D	Dean's Office by:		
Name Step 5		Da	ate		
Received in the Offic	e of Enrollment Se	rvices on			

THE UNIVERSITY OF RHODE ISLAND ENROLLMENT SERVICES

PROFICIENCY EXAMINATIONS

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)

<u>8.36.20 Credit by Examination.</u> 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.

<u>8.36.21</u> 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.

<u>8.36.23</u> 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).

Credit by Examination

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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.

