



CREDIT BY PROFICIENCY EXAM FORM

OFFICE OF THE REGISTRAR

H# _____ Student Name: _____ Term: _____

Major: _____

To arrange to take a Credit by Proficiency exam or for more information, please contact the Department Chair of the discipline you choose to complete the exam (for example, if you choose to test out of math you would contact the Chair of the Math Department). You are not permitted to take the exam for any course you have previously audited, failed or have an outstanding "I" (Incomplete).

The Credit by Proficiency appears as credit hours earned, no grade is assigned for GPA calculation, and the course may not transfer to another higher education institution. Credits by Proficiency cannot exceed 25% of the total credits required for graduation.

Course(s):

Subject Number Title

Subject Number Title

Subject Number Title

Department Chair Signature: _____ Date

Student Signature: _____ Date

A \$40 fee must be paid to Student Accounts prior to signing up for the exam.

Date of Payment: _____ Receipt #: _____ Authorization: _____

Upon completion of the exam, your score will be forwarded to the Registrar's Office. If a numerical grade of 75 or higher is achieved, credit for the course will be added to your transcript. Score: _____ Pass Fail

Test Graded by: _____ Printed Name Signature Date

Updated 9/17/19 hmh

REGISTRAR'S OFFICE USE: _____ DATE: _____