

## Credit by Proficiency Exam Request Form

**Student:**

Complete the top section of this request form and submit to the **Registrar** within the first two days of the start of the semester/term in which you wish to take a Credit by Proficiency Exam.

Name: \_\_\_\_\_ Student ID: \_\_\_\_\_  
(First, Middle, Last)

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Course Prefix and Number: \_\_\_\_\_ Semester and Year: \_\_\_\_\_

Provide an explanation as to why you believe yourself to be proficient in the subject for which you wish to test out of.

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
*Student Signature*

\_\_\_\_\_  
*Date*

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**Registrar:**

- \_\_\_\_\_ Student appears in Datatel as being registered for the course in which he/she wishes to test proficiency
- \_\_\_\_\_ Student has not previously attempted a Credit by Proficiency Exam for this course or does not currently have a grade on record for a previous attempt at the courses. (Check other grades on TSUM in Datatel.)
- \_\_\_\_\_ Student has satisfied all pre-requisites for the course.
- \_\_\_\_\_ Student has shown sufficient aptitude to attempt Credit by Proficiency.

Approved: \_\_\_\_ Yes \_\_\_\_ No (Yes – submit form to appropriate course instructor; No- contact student)

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**Instructor:**

Student earned a \_\_\_\_\_ on the exam and has successfully tested out of this course.

Student earned a \_\_\_\_\_ on the exam and did not successfully test out of this course.

\_\_\_\_\_  
*Instructor Signature*

\_\_\_\_\_  
*Date*