



OFFICE OF THE REGISTRAR
P.O. Box 9217
Gandy Hall
Virginia State University, Virginia 23806
804-524-5275

OFFICE USE ONLY
Processed By: _____
Date: _____
Form#: _____

Report of Proficiency Examination

To be completed and submitted to the Office of the Registrar after proficiency exam has been administered. At NO time should a student handle this form. Attach the signed "Request for Proficiency Exam" form and a copy of the completed exam to this form.

Student Information	V- Number _____ Student's Name _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Last First Middle </div>										
	Status: In-State _____ Out-of-State _____ Email _____										
	Department: _____ College: _____										
	Current Address: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Street City State Zip Code </div>										
	Permanent Address: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Street City State Zip Code </div>										
Department Administering Exam	<ul style="list-style-type: none"> • A student must register for a proficiency examination by the eighth week of the semester in which he/she plans to take the examination. • The course fee must be paid in full PRIOR to administering. • Proficiency examinations are not applicable to graduate and doctoral students. • STUDENT MUST PRESENT RECEIPT OF PAYMENT BEFORE SITTING FOR THE EXAM. 										
	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 10%;">CRN</th> <th style="width: 30%;">Course Number</th> <th style="width: 40%;">Descriptive Title of Course</th> <th style="width: 10%;">Grade</th> <th style="width: 10%;">Sem. Hrs.</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> <td> </td> <td> </td> <td> </td> </tr> </tbody> </table>	CRN	Course Number	Descriptive Title of Course	Grade	Sem. Hrs.					
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Receipt of payment verified by: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Print Name Signature Date </div>											
Comments: _____ _____ _____											
	Examined by: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> PRINT SIGNATURE DATE EXAM ADMINISTERED </div>										

Copies will go to the chair of the department administering the exam, the chair of the department housing the course, the dean of the college housing the course, and the Office of the Registrar. After processing, Registrar's Office shall provide student with written notification of the outcome