



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

INSTRUCTION SHEET

Procedures for Completing the Proficiency Examination

Proficiency Examinations: The purpose of proficiency examinations is to allow students to receive academic credit by examination in those subjects in which competence can be demonstrated by examination in lieu of formal course work.

1. Proficiency examinations are coordinated by the individual departments.
2. The student will inform the department chairperson that he/she intends to take a proficiency examination in a given course in order to satisfy the requirements of the course. Proficiency examination forms are secured in the Office of the student's major department. The student will then seek counsel of the chairperson of the department in which the examination will be administered. The student will then be assigned to a specific instructor who will schedule the examination. 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 proficiency examination must be administered and the grade submitted to the Office of the Registrar by the end of the **twelfth** week of the semester. Any and all exceptions to this policy will be considered on a case-by-case basis depending on extenuating circumstances at the discretion of the Provost and Vice President for Academic Affairs.
3. Students will receive credit for grades of A, B, and C earned on proficiency examinations. The grade will be recorded on the student's permanent record.
4. A maximum of twelve (12) semester hours may be earned through proficiency examinations.
5. The cost will be one-half of the regular fee per semester hour for proficiency examinations.
6. A committee in each department will be responsible for structuring and evaluating proficiency examinations. The examination should be so structured as to measure accurately the master of specific course content.
7. Instructors responsible for the administration of proficiency examinations should recommend or make available materials needed for preparation by the student.
8. No student may take a proficiency examination in the same course more than once.
9. Any student currently enrolled may request a proficiency examination.
10. Credit by proficiency examination shall not be granted for any course for which a student has been previously enrolled.
11. Continuing Education students and graduate students are not eligible to earn academic credit through proficiency examinations.
12. Proficiency examinations will not be administered without proof of payment of the required fee.



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

Completing the Proficiency Examination

Students requesting the awarding of academic credit through the completion of a proficiency examination should follow the procedure described below.

1. The student contacts the academic advisor to request a proficiency examination.
2. After the department provides the student the Request for Proficiency Examination form, the student completes the appropriate section of the form and submits the form to the academic advisor.
3. The academic advisor completes the appropriate section of the form and submits it to his or her department chair.
4. Upon approval, the department chair forwards the form to the chair of the department housing the course for which the proficiency examination is requested.
5. Upon approval, the chair of the department housing the course forwards the form to the dean of the college housing the course for which the proficiency examination is requested.
6. If the dean approves the student's request, the dean then (1) notifies the student to go the Cashier's Office to pay the fee and (2) forwards a copy of the signed form to both department chairs.
7. The student proceeds to the Cashier's Office, pays the proficiency fee, and brings the receipt to the department housing the course.
8. The department housing the course schedules and administers the proficiency examination.
9. The chair of the department housing the course completes the "Report of Proficiency Examination" form, indicating the grade earned by the student.
10. Within 48 hours of the student's completion of the exam, the chair of the department housing the course submits the report to the Office of the Registrar for processing and provides a copy to the chair of the student's department.

NOTE: At NO TIME should a student handle the proficiency form after the initial request is made with the academic advisor.



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 #: _____

Request for Proficiency Examination

To be completed by student	<p>V- Number _____ Student's Name _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Last First Middle </div> </p> <p>Status: In-State _____ Out-of-State _____ Email _____</p> <p>Department: _____ College: _____</p> <p>Current Address: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Street City State Zip Code </div> </p> <p>Permanent Address: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> Street City State Zip Code </div> </p>				
To be completed by Academic Advisor & DEPARTMENT CHAIRS	<p><i>The student named above has requested permission to take a Proficiency Examination in (Course Number) _____ (Descriptive Title of Course) _____. The student's record has been reviewed and by signature below, approval is given the student to seek permission from the department housing the course to take such an examination.</i></p> <ul style="list-style-type: none"> A student must register for a proficiency examination by the end of 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. A syllabus must be attached. <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%; border-bottom: 1px solid black;">CRN</td> <td style="width: 30%; border-bottom: 1px solid black;">Course Number</td> <td style="width: 50%; border-bottom: 1px solid black;">Descriptive Title of Course</td> <td style="width: 10%; border-bottom: 1px solid black;">Sem. Hours</td> </tr> </table> <p>Reason for Proficiency: _____</p> <p>Approved by Student's Academic Advisor: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> PRINT SIGNATURE DATE </div> </p> <p>Approved by Department Chair of Student/Advisor: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> PRINT SIGNATURE DATE </div> </p> <p>Approved by Department Chair Housing Course: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> PRINT SIGNATURE DATE </div> </p>	CRN	Course Number	Descriptive Title of Course	Sem. Hours
CRN	Course Number	Descriptive Title of Course	Sem. Hours		
COLLEGE DEAN	<p>NOTE: <i>Dean should contact student upon approval to direct student to proceed to Bursar's Office for payment of fees.</i></p> <p>Dean of College Housing Course: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> PRINT SIGNATURE DATE </div> </p>				
BURSAR/CASHIER	<p>Proficiency Fee \$ _____ Due (Based on one-half of current tuition cost per credit) Receipt No. _____</p> <p>University Bursar: _____ <div style="display: flex; justify-content: space-around; width: 100%;"> PRINT SIGNATURE DATE </div> </p>				

Routing Instructions: Student ⇨ Academic Advisor ⇨ Department Chair(s) ⇨ Dean ⇨ Bursar /Cashier ⇨ Registrar