

## Credit by Proficiency Examination

If reasonable evidence exists that a student possesses college-level academic proficiency in a subject area, the student may request to take a proficiency examination. Students may earn credit for college courses based on proficiency examinations and use that credit to meet requirements for an associate degree or certificate. (See Board Policy 07.24 Graduation Requirements.)

Proficiency examinations are limited to those courses recommended by the Division Chair and approved by the Vice President for Academic Services. Forms to begin the process are available in the Office of the Vice President for Academic Services.

A non-refundable evaluation fee equal to fifty percent (50%) of the current in-district tuition per credit hour is required for a proficiency examination and must be paid in advance. A grade will be given and the credit earned will be posted to the student's transcript. No official record is made of failures. Tuition and fees will not be assessed for credit earned by proficiency examination.

Proficiency examinations are given with the following criteria:

1. Examinations are given for experience for which no prior college credit has been received.
2. The student must be admitted into the College and must not have previously audited or taken any course for which he/she is seeking credit.
3. The student will not be certified for academic credit in any course that he/she is not eligible to register for credit.
4. No proficiency examination will be given if the student is currently enrolled in the course past the official refund date.

5. Examinations will not be given if the student has received credit for advanced work in the subject area beyond the course in which the examination is requested.
6. Students may attempt a proficiency examination one time per course.

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