

PROCEDURE

Number: 51-05
Title: Proficiency Testing
Responsibility: Student Services
Original Approval Date:
Last Cabinet Review: 6/3/2025
Last Revision: 6/3/2025

Reference (Policy and/or Procedure)

SBTCE:

FDTC: 50-27 Academic Standards

Other:

Procedure Description

Purpose

To establish a procedure for awarding college credit based upon a student's demonstration of course proficiencies via examination based on the principle that the student has already acquired identical to that of a course(s) content.

Procedure

A student may attempt a proficiency test ("challenge examination") in a course prior to enrollment in that course or, if after enrollment, no later than the end of the Drop/Add period of the semester. A student is allowed only one challenge attempt per course. The following process will be observed.

1. The student obtains a proficiency test form from the department chair/program director of the department in which the course resides.
2. Upon approval of the request, the student will pay a \$25 per credit hour for each testing fee to the business office, which will issue a receipt.
3. The exam will be scheduled by the department chair/program director or designee, and score the exam.
4. Results of examination and other paperwork will be sent to the Office of the Registrar for processing.
5. The Registrar processes the request. A letter grade of "E" will be recorded and will not be included in the Grade Point Average (GPA) computation.
6. Students may not challenge any course that has been previously audited.