APPLICATION FOR PROFICIENCY EXAMINATION

1. Proficiency examinations are open to all currently enrolled WIU students, including freshmen entering directly from high school, with permission of the department.
2. You must be currently enrolled in the term in which you plan to take the proficiency examination and you must satisfy all criteria of the proficiency examination as outlined in the current university catalog (may not be taken at a level more elementary than completed coursework; may not receive course credit after completion of the course; only 16 semester hours may be earned by proficiency examination, no more than nine of which may be earned in one subject matter field).
3. In order for the credit to be granted during a specific term, the proficiency application and examination must be completed within the first six weeks of the fall and/or spring semester and the first three weeks of the summer term. Applications turned in after this date will not be recorded on the transcript until the following term.
4. If you do not take the proficiency examination during the term indicated, you will need to reapply for the examination for the following term.
5. If taking more than one examination within a department, you may list the courses on one form. If taking the examinations in more than one department, a separate application for each course must be completed.
6. **Each department arranges the times and dates for the proficiency examinations; therefore, you should obtain this information when you obtain approval to take the examination.**
7. Credit earned by proficiency examination is recorded on the student's permanent record with the letter grade of S. Hours earned are not included in calculating the grade point average but are counted toward University degree requirements. Credit earned by proficiency examination does not satisfy residence requirements and does not satisfy minimum hours earned for graduation with academic distinction. Proficiency examinations, where applicable, may be taken in place of General Education Curriculum courses.
8. **Proficiency credit does NOT count for class load for the semester.** If you drop below full-time status (12 semester hours for undergraduate students, 6 semester hours for graduate students), your financial aid may be affected. Please contact the Financial Aid Office, Sherman Hall 127, if you have questions regarding your financial aid.

PLEASE PRINT:

NAME:_____ STUDENT ID#:_____

SCHOOL ADDRESS & PHONE NO.:_____

_____

REQUEST PROFICIENCY EXAM IN: _____
Dept. & number Semester hours

_____
Dept & number Semester hours

TERM: FALL_____ SPRING_____ SUMMER_____
(Year) (Year) (Year)

Obtain the signature from the department chairperson. Obtain the time and date for the proficiency examination from the department.

_____
Department Chairperson

Return the completed application to the Office of the Registrar, Sherman Hall 110.

Updated: 8/24/2011