RHODE ISLAND COLLEGE
APPLICATION FOR PROFICIENCY CREDIT

Instructions to Applicant

Departmental proficiency examinations require the following steps to be completed:

1. Submit the application to the department offering the examination together with any additional attachments required by the department. Action on your application will be indicated to you by the department.
2. Upon the department returning the application to you with the approval to take the examination you must pay the Bursar the $25.00 examination fee.
3. Present the application marked “PAID” by the Bursar to the person administering the examination at the time for which you are scheduled by the department.
4. The department will forward the results to the Records Office. The Records Office will send you an updated copy of your transcript.

Student Name ____________________________________________

Social Security Number ___________________________________

Curriculum/Major/Concentration __________________________________

Examination requested for: ____________________________________

Department / Course No. / Course Title ____________________________

Department Action

Application approved __________________________ Disapproved __________________

Signature: ______________________ Date: ____________

Signature: ______________________ Date: ____________

Examination is scheduled for ___________ in ___________ at ___________

Month/Day/Yr Building Time Scheduled

Examination results: Raw Score __________ Pass/Fail __________

Proficiency credit is granted as equivalent for the following Rhode Island College Dept. name and course number ______________________ Number of credits __________

Department Chair approval __________________________ Date ____________

Bursar Action

$25.00 Examination Fee Paid ______________________ Received By ______________________

Distribution: Records Office, Department, Student. BDC 8-6-97

(Please fill this form out fully, then photocopy twice then staple all three together.)