

Parkland College
PETITION FOR CREDIT BY EXAMINATION (PROFICIENCY EXAMINATION)
Instructions on page 2

STUDENT INFORMATION (please print clearly or type)

Last name _____ First name _____
Student ID _____ Daytime phone (_____) _____
Street Address _____
City, State, Zip _____ Parkland Email _____

REQUEST

I request permission to take an examination to demonstrate my mastery of the knowledge and skills for the course indicated below. If successful, the course will become part of my permanent record with a "P" (proficiency) grade. I understand that another institution may not accept the credit for transfer. *(It is my responsibility to determine acceptability of credit.)*

Course Prefix & Number: _____ Course Title: _____ Credit Hrs: _____
Related educational or work experience _____ Place _____ Dates _____

Explanation: _____

Student's signature _____ Date _____

FOR ADMINISTRATIVE USE ONLY

- Eligible for Examination Department Chair _____ Date _____
- Completion of Alternative Examination (Licensure or certification exams)
- Current Employment Status replaces Work Experience Course

If approval is granted, the applicant should present this form at the Cashier Office (U250) and pay the necessary fee. After the fee payment, the applicant will make arrangements with the department chair or designee to take the examination.

Paid fee of \$ _____ Cashier _____ Date _____

Applicant returns form with payment verification to department chair and makes arrangements for the examination.

Date examination administered _____ Passed Failed

Examiner _____ Date _____

- Credit granted _____ hours
- Credit denied

Approved by _____
Dean Division Date

Credit Earned by Examination (Proficiency)

To attempt to earn credit by examination (proficiency), a student must fulfill the following conditions:

1. Be enrolled currently at Parkland College
2. Has *not* attempted to earn credit previously by examination in the same course
3. Has *not* completed the course previously with an A, B, C, D, F, N, T, or W grade.

All exceptions to these conditions must be discussed with and approved by the dean of the division.

PROCEDURES FOR STUDENT

1. Type or print all information requested on the form and sign it.
2. Take the petition to the appropriate department chair for approval
Academic departments: Agriculture/Engineering Science and Technologies, Business/Computer Science and Technologies, Fine and Applied Arts, Health Professions, Humanities, Mathematics, Natural Sciences, and Social Sciences and Human Services.
3. Pay the required fee to the college at the Cashier Office (U250). The cashier signs the petition form to confirm payment.
4. Return the form to the appropriate department chair (or designee) and make arrangements to take the proficiency examination.

PROCEDURE FOR THE EXAMINER

After administering and evaluating the exam, the examiner will indicate the results on the petition, sign it, and forward the form to the Division Dean.

RECORDING OF CREDIT

Based on the results of the examination, the Division Dean approves or denies the petition. The petition form is sent to the office of Admissions and Records for recording.

- Approval: For credit to be recorded on the student's academic transcript in the current semester, an approved petition must be received by the office of Admissions & Records no later than the last day of instruction for the current semester; otherwise, the credit will be recorded in the next semester for which the student is officially enrolled.
- Denial: If the student fails the proficiency examination, Admissions & Records makes a notation in the student information system (STRK screen) that the proficiency exam has been attempted and may not be repeated. Failure of a proficiency exam will not be indicated on the student's academic transcript.

INFORMING THE STUDENT

Admissions & Records returns a copy of the form to the appropriate academic department. The department informs the student of the results by email, attaching a scanned copy of the form.