

SINCLAIR COMMUNITY COLLEGE
ACADEMIC ADVISING CENTER – Prior Learning Assessment (11-346)

Proficiency/Challenge Examination Policies

TESTING ARRANGEMENTS MUST BE AGREED UPON BETWEEN THE STUDENT AND THE EVALUATOR.

1. A student must obtain departmental approval before taking a proficiency examination.
2. A proficiency examination cannot be taken until a student has completed a Sinclair Community College application and paid the appropriate fees.
3. A student must have successfully completed course prerequisites before taking the proficiency/challenge examination. Exceptions to this requirement are made at the discretion of the department chairperson.
4. A proficiency examination cannot be taken, nor credit awarded, for any course in the same quarter in which the student is enrolled for that same course.
5. A proficiency examination can be taken **only once** for any course. If a student has taken a course and received a failing grade, with departmental approval he or she may take a proficiency examination one time in order to improve the grade. The grade for the proficiency examination will replace the previous grade, if the student has taken the course only once.
6. A student will be awarded an A, B, C, D, or F grade for a proficiency/challenge examination; however, **only an A, B, or C grade will be recorded** on the student's transcript.
7. No more than 45 credit hours earned through proficiency/challenge examinations can be applied toward degree requirements. This includes any other articulated credit.
8. Proficiency examinations **do not apply** toward the college residency requirements.
9. Proficiency fees are **NON-REFUNDABLE**.
10. Proficiency examination grades will be recorded on the student's transcript with a notation that clearly shows which grades are the result of taking Proficiency/ Challenge Examinations.

I HAVE READ AND UNDERSTAND THE ABOVE INFORMATION CONCERNING PROFICIENCY/CHALLENGE EXAMINATIONS AND I AGREE TO THE CONDITIONS AND REQUIREMENTS.

cc: Advising Center

<u>Courses Requested:</u>
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Student's ID Date

Name