



Credit by Proficiency Examination/ Demonstration Request Form

Student Information

Student ID#		Student Name	
Program Code		Program Title	

Requested Proficiency Exam

Course Number		Course Title	
Lecture Hours		Lab Hours	

In the space below, please provide evidence of special aptitude or knowledge of the course material which warrants participation in a credit by proficiency examination. Attach supporting documentation (if applicable), including military service, previous completion of continuing education or curriculum course work, apprenticeship, and/or work experience.

Approval for Student to Take Proficiency Exam

Department Approval <small>(Department Chair, Program Director, or Dean)</small>		Date	
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After obtaining the approval to take the proficiency exam, pay the Proficiency Exam Fee at the Cashier's Office. Then submit this form along with a copy of the receipt to the Department Chair

Cashier's Office Verification of Proficiency Exam Fee Paid		Date	
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List the Course Student Learning Outcomes
 (to be completed by the Department Chair, Program Director, or Dean)

Proficiency Exam Approval

Senior VP of Instruction Approval		Date	
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Proficiency Course Credit

(to be completed by Department Chair, Program Director, or Dean)

Course Number	Semester/Year	Course Title	Credit Hours	Proficiency Grade
Example: ENG-111	Fall 2023	Inquiry and Writing	3	PA, PB, PC, or No Credit Received
Department Approval (Department Chair, Program Director, or Dean)			Date	

Please submit the completed form and graded student proficiency exam to the Records Office.
3501 Medlin Campus Center, Jamestown Campus
records@gtcc.edu • fax: 336-458-2359

Processed By		Date	
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PLEASE ATTACH GRADED STUDENT PROFICIENCY EXAM