



Students enrolled in a degree or certificate program at IECC may apply for permission to take a proficiency exam or submit their portfolio for academic credit if they believe they possess the knowledge to pass the subject course with a grade of “C” or better.

1. Student: Complete this section (Please print)

Student Name _____
Student ID

Address (Street or PO Box, City, State, ZIP)

Phone Number (XXX) XXX-XXXX _____
Email Address

IECC Course Number (e.g. SPN 1111) **Credit Hrs.** **IECC Course Name (e.g. Elementary Spanish I)**

By signing below, I understand:

- **Upon approval to attempt proficiency for credit, I must pay the non-refundable fee. I have 30 days from the date of payment to complete the proficiency examination.**
- Proficiency attempted in this manner may not be sought for a course which I have previously completed for credit, audit, or pass/fail. I may take a particular proficiency examination only once.
- In order to receive credit in this manner, I must provide evidence of meeting the learning outcomes of the course.

Student’s Signature _____
Date

2. Student: Obtain signatures for permission to apply for proficiency in the course listed above.

Instructor’s Signature (for approval to attempt proficiency) _____
Date

Advisor’s Signature (for approval to attempt proficiency) _____
Date

Dean of Instruction’s Signature (for approval to attempt proficiency) _____
Date

3. Student: Pay Fee in the Business Office and obtain signature. Return form to Instructor. (Upon receipt of form completed thru section 3., Instructor will arrange a date and time for the proficiency exam.)

Fee Received By _____
Date

4. To be completed by the Instructor/Dean of Instruction

By signing below, I certify the results are based on a comparison of the student’s learning experiences with the learning outcomes of the subject course.

Assigned Grade **Instructor’s Signature** _____
Date

Dean of Instruction’s Signature _____
Date

5. To be completed by the Registrar’s Office (If A, B, or C) ** OR ** Student Services/Records if < C
If credit granted, to Registrar

Credit recorded in Banner and Imaged by: _____ on: _____

===== **OR** =====

If no credit, to Student Services/Records

Application Imaged by: _____ on: _____