JALC
JALC.EDU

Proficiency Examination Request and Authorization Form

STEP I – REQUEST FROM STUDENT

_____   _____
Name   Student ID#

_____   _____
Street Address, City, State, Zip   Birthdate

Written explanation of proficiency examination experience to be evaluated:

_____
Student Signature   Date

STEP II – APPROVAL BY REGISTRAR

Checklist of Qualifications:

☐ Student's proficiency credit does not presently exceed 30 hours.
☐ Student is not currently enrolled in this course (if the drop period is closed).
☐ tudent is not enrolled in or has not completed a higher-level course in the sequence.
☐ Student has not previously received a grade in the course (A, B, C, D, F, INC, W)

_____
Registrar Signature   Date

STEP III – APPROVAL BY ACADEMIC AFFAIRS

Course Prefix/Number	Title	Credit Hours	Exam Approved?

_____
Instructor or Department Chair Signature   Date

_____
Dean Signature   Date

Proficiency Examination Request and Authorization Form

STEP IV – PAYMENT OF NON-REFUNDABLE FEE

Term _____   Amount $ _____   Paid Receipt # _____

_____
Bursar Signature

STEP V – LEARNING LAB PROFIENCY EXAMINATION
(The Learning Lab shall administer exam and indicate the appropriate grade. The Learning Lab will notify Academic Affairs with the grade received via email.

The grade received was: _____

_____
Instructor or Department Chair Signature   Date

STEP VI – AWARD CREDIT ON TRANSCRIPT

_____
Registrar Signature   Date

Proficiency Examination Request From
File Location: Academic Affairs