Application for Proficiency Credit
Rhode Island College Registrar's Office

Please fill this form out fully, then photocopy twice and then staple all three together.

Departmental proficiency examinations require the following steps to be completed:

Submit the application to the department offering the examination together with any additional attachments required by the department. Action on your application will be indicated to you by the department.

Upon the department returning the application to you with the approval to take the examination you must pay the Bursar the $25.00 examination fee.

Present the application marked "PAID" by the Bursar to the person administering the examination at the time for which you are scheduled by the department.

The department will forward the results to the Registrar's Office. The Registrar's Office will update your student record.

Student Name:

Student ID#: (or DOB)

Major/Concentration:

Examination Requested for:

Department/ Course Number/ Course Title

Department Action

Application Approved

YES   NO   Signature   Date

Examination is scheduled for: in   at

Month/Day/Year   Place   Time Scheduled

Examination Results: Raw Score   Pass/Fail

Proficiency credit is granted as equivalent for the following Rhode Island College course:

Department Name   Course Name and Number   Credits

Department Chair Signature   Date

Bursar Received (Initials): $25.00 Exam Fee Paid   Distribution: Registrar, Department, Student