

## **Proficiency Exam Fact Sheet**

Dutchess Community College will grant credits to a student for learning gained through life experience that is the equivalent of required and/or elective courses in the student's curriculum. Credits granted in this manner are called proficiency credits and are recorded on a student's permanent academic transcript with a J grade in the semester in which the credits are earned. Although proficiency credits are used to meet graduation requirements, no honor points are awarded for the J grade, and the grade, therefore, has no bearing on a student's QPA or CPA. Although applicants for full-time study and non-matriculated, part-time students may seek credit for their college-level learning from life experience, they are not eligible to receive credit until they have completed matriculation. The procedures and requirements for earning proficiency credits based on life experience differ for required courses and elective courses and are as follows:

### ***Required Courses/Proficiency Examinations***

Matriculated students may earn credits for courses that are specifically required in their curricula, except for physical education courses, by earning acceptable scores on departmental proficiency examinations. A non-refundable fee of \$35, payable before registering for the examination, is charged for each proficiency exam attempted. Students must meet with the appropriate department head to gain approval to take a proficiency exam and to discuss the content and format of the proficiency. Proficiency exams must be taken before the semester in which credit is sought begins. Students should plan ahead as the process could take at least 30 days. A student may not take a proficiency examination in a course that he or she has previously failed at Dutchess without permission of the appropriate department head. Likewise, departmental approval is required for a student to retake a proficiency test.

### **Steps to Schedule a Proficiency Exam:**

1. Pick up a Proficiency Credit Payment Form from the Student Financial Services Office in the Student Services Center, room 202. [Or download a copy of that payment form here.](#)
2. Meet with appropriate department head to gain approval to take a proficiency exam and to discuss the content and format of the exam.
3. Have department head or his/her designee approve course exam and sign Proficiency Credit Payment Form.
4. Pay non-refundable \$35.00 fee at the Student Financial Services Office, [or remotely here.](#)
5. Submit completed Proficiency Credit Payment Form to the Testing Center in Student Services Center 104.
6. The Testing Center will obtain the appropriate exam from the Department Chair and schedule a testing appointment, generally within 2 to 3 weeks of receipt of the form.
  - a. Students may take only one examination on a given date.
  - b. Examinations have a 3-hour time limit.
  - c. Students with testing accommodations approved by the Office of Accommodative Services must provide the proper paperwork prior to scheduling the test.
  - d. Photo ID will be required to test.
  - e. Students will be informed of the results of their test by email in sufficient time to register or modify their registration as the timing of the test warrants.