

PROFICIENCY EXAM

1. First - student meets with instructor/department offering the proficiency exam. Top portion of form is completed - everything above "Approval Signatures" area. If you don't have forms on file in department office can send student to Dean's Office with information on proficiency exam to be taken (prefix & number, title, credits).
2. Student is sent to Dean's Office with form for Dean's signature.
3. Student is sent with form to Student Financial Services office to pay and obtain signature and date on form.
4. Student makes appointment with instructor and must bring form, and provide proof of payment.
5. Instructor administers exam, records pass or did not pass status, and takes form to Department Office for signature/date.
6. Department Chair/Head signs form and then forwards to Registrar's Office.
7. Departments request reimbursement from Business Office per department policy (once a semester, once a year).

PROFICIENCY EXAMINATION FORM (Please Print or Type)

Date _____

Student Number Student Name FSU College

Course (Number & Prefix) Course Title Credits

APPROVAL SIGNATURES:

Student's Deans' Office _____ Date _____

Business Office _____ Date _____

Examiner _____ Date _____

Passed () Did Not Pass ()

Department _____ Date _____

Registrar's Office _____ Date _____

Copies: Registrar, Examining Department, Student's Dean, Student's Copy