

Illinois State University

Department Proficiency Examination Credit Report

Students may earn credit upon successful completion of a Department Proficiency Examination. The student must have registered to take the proficiency examination, and the fee will be charged to the student's account.

Registration, available exams, deadline dates, and other information can be found by visiting the [Office of the University Registrar – Department Proficiency Exams web page](#).

Upon the student's completion of a Department Proficiency Examination, **the Department/School official must submit this form to the Office of the University Registrar** in person at Moulton Hall 107, via Campus Mail at Campus Box 2202, or via email to Records@ilstu.edu from their University email account.

Departments/Schools must submit this form by November 1 for fall exams and by March 1 for spring exams.

If submitted after that date, the student may not be billed, and the Department/School may not be able to claim the exam fees.

Registrar/Records will grant appropriate credit as indicated below. This form will be maintained in the student's imaged file. Credit hours earned (not the individual class) will appear as a lump sum of Test Credit on the student's Illinois State University transcript.

Department/School: Please retain a copy of this form for your records.

_____	_____	_____
Date of Assessment	Student's Name	Student's UID Number

A proficiency examination/assessment has been completed by the above student.

_____ **No credit** should be granted to the student due to an unsuccessful assessment.

_____ **Credit should be granted** to the student as follows per a successful assessment.

_____	_____	_____
Department & Course Number	Course Title	Number of Credit Hours (if passed)

_____	_____
Department/School Proctor Signature	Date

_____	_____
Department/School Approval Signature	Date

Department/School: Please retain a copy of this form for your records.

Processed by Registrar/Records

_____	_____
Date	Initials