

Credit for Learning Through Life Experience (Proficiency Exams)

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. In those instances where a department head can determine that a student is proficient in a course without the results of a proficiency test, the department head may initiate the Certification of Credit by Proficiency Form as soon as the student presents evidence of paying the required \$35 fee. Students who take an examination in a course in which they are currently enrolled will be required to withdraw from the course if they successfully complete the examination.

Steps to Schedule a Proficiency Exam:

1. If needed, pick up a Proficiency Request form from the Testing Center – Student Services Center, room 104.
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 form.
4. Pay non-refundable \$35.00 fee at Student Financial Services. Ensure they mark receipt paid.
5. Submit completed 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. Whenever possible, 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.