



# CREDIT BY PROFICIENCY EXAMINATION

## Undergraduate Degree-Seeking Students

Students currently enrolled in the University as undergraduate degree candidates may request permission to take an examination for course credit. No fees will be assessed. Students should contact the chairperson of the appropriate department to make arrangements for an examination to be given. The grade for the proficiency exam will be submitted to the Office of the Registrar. Grades will be recorded and UWF's grading system and policies will be applied. Proficiency exams may be taken on the pass/fail basis. Credits earned by examination when taken pass/fail become part of the maximum six semester hours or two courses (whichever is greater in credit) allowed on the pass/fail basis. All other pass/fail regulations apply.

A student who previously attempted a course or is currently enrolled in a course may not use the credit by examination option for that course. Students may attempt to earn credit by examination in a specific course only once, regardless of whether the examination is passed or failed. Students who have earned a letter grade A-F in a course may not challenge the course by examination under the forgiveness policy. A total of 30 semester hours of credit by examination may be applied to an undergraduate degree.

## Non Degree-Seeking Students

Non-degree seeking students are not permitted to request credit by proficiency exam, with the exception of non-degree seeking graduate students, meeting specific eligibility requirements. See Credit By Proficiency – Graduate form for specific eligibility requirements.

Students must be enrolled in UWF at the time the exam is given.