

Proficiency Examinations

1. Any regularly enrolled student may apply for permission to take a proficiency examination in a course listed in the Catalog, subject to the following restrictions:
 - In all disciplines with the exception of Spanish, a student may not take a proficiency examination in any course that is a prerequisite to one for which the student has already earned credit. A student taking Spanish courses where placement is determined using CAPE's Spanish Placement Test must complete lower-level proficiencies prior to beginning a second year of study in Spanish.
 - A student may not audit a class prior to taking a proficiency examination in that course.
 - A student may earn no more than 12 credit hours by proficiency examinations.
2. In courses where the final grade is based on a portfolio, the proficiency examination may be in the form of a portfolio. (Note: A portfolio that has been reviewed for Experiential Learning credit may not be reviewed again for Proficiency Examination credit and vice versa.)
3. Proficiency Examination credits will not count toward fulfillment of the 32 minimum hour requirement for graduation nor for the residency requirement.
4. Students must:
 - **In all disciplines with the exception of Spanish complete Proficiency Examinations by the last day of the semester in which they complete 90 hours (through Wilmington and transfer) or by the last day of their third semester at Wilmington, whichever comes later. A student taking Spanish courses must complete lower-level proficiencies prior to beginning a second year of study in Spanish.**
 - Consult with the professor who will administer the examination. Permission to take a proficiency examination is not automatic, but is subject to the approval of the professor, the student's advisor, the academic area coordinator of the discipline in which the exam will be administered, and the Vice President, Chief Academic Officer/Dean of Faculty.
 - Obtain and complete the Proficiency Examination application from the Student One Stop Center.
 - Pay the non-refundable fee of \$150 per 4 semester hour exam: \$100 per 1 and 2 semester hour exams.
 - Complete the examination.
5. The professor will evaluate the examination and submit the results to Academic Records. Course evaluation for all proficiency exams will be pass/no pass.

NOTE: It is the student's responsibility to complete proficiency examinations and their experiential learning portfolio within the designated time period. If there are extenuating circumstances, students may petition the Vice President, Chief Academic Officer/Dean of Faculty for an extension.