



REQUEST FOR PROFICIENCY EXAM CREDIT

STUDENT REQUEST:

Student Name: _____ UC ID #: _____

I am requesting to take a proficiency exam for college credit in the following class:

Code: _____ Course Title: _____ Credit Hours: _____

Guidelines:

- Student has never been enrolled in the same course as exam, even if it was not completed.
- Student has not taken a more advanced course in the same subject as the requested exam.
- Student has not taken this exam previously.
- A course already taken cannot be replaced by a proficiency examination.
- If the exam is successfully completed, the course and title will be added to the student's record by the Records Office to the term the exam was taken and a grade of "CR" will be posted (i.e., "credit"). A corresponding notation of "Credit by Proficiency" will also be present above the course on the transcript. The credits will be reflected within the student's cumulative credit totals on the transcript but the grade will not impact the student's GPA in any way. Once the exam credit has been awarded, the course and credits will remain on the student's transcript.

SIGNATURES:

Student Print: _____ Signature: _____ Date: _____

Advisor Print: _____ Signature: _____ Date: _____

Instructor Print: _____ Signature: _____ Date: _____

Records Office Print: _____ Signature: _____ Date: _____

A flat fee of \$25 will be charged to the student's account as well as a recording fee of \$15 per credit hour.

FOR DIVISION USE ONLY:

The grade for the above proficiency exam is: _____

Program Director Print: _____ Signature: _____ Date: _____

FOR RECORDS OFFICE USE ONLY:

Fees Charged:

Proficiency Exam Fee	\$ 25.00
Recording Fee/Credit Hr	\$ 15.00
# of Credit Hrs	
Total Recording Fee	
TOTAL CHARGED	

Records Office: _____ Date: _____

Union College Records Office | Dick Building 507 | 3800 S 48th Street, Lincoln, NE 68506
Phone: (402) 486-2529 | records@ucollege.edu

v072023