

THE UNIVERSITY OF TENNESSEE APPLICATION FOR PROFICIENCY EXAMINATION

Instructions to the student:

1. Complete top section and sign.
2. Take the form to the Department Head for approval and signature.
3. Take to the Registrar's Office for approval signature.
4. Take to the Bursar's Office for fee payment and signature.
5. Present completed and signed Instructor's copy to the instructor at the time of the exam.

Proficiency Fees:

Undergraduate Credit: \$5.00 per semester hour
Graduate Credit: \$7.00 per semester hour

Name _____

Last

First

Middle

Maiden

UT Student ID Number _____ Date of Birth _____

Present Address _____

Classification: Undergraduate Graduate

Requesting: Undergraduate Credit Graduate Credit

Requesting: Letter Grade Satisfactory Credit

Course in which examination is desired: Department _____ Number _____ Hours _____

Title _____

Preparation (state fully) _____

Have you ever failed this course in **ANY COLLEGE**? _____

Have you taken this course for **CREDIT** or **AUDIT**? _____

Are you currently enrolled? Yes No

TO BE ELIGIBLE TO TAKE A PROFICIENCY EXAM, YOU MUST BE A STUDENT AT THE UNIVERSITY OF TENNESSEE, KNOXVILLE.

_____ DATE SIGNATURE _____

(The student is not to write in the space below)

To the Department Head: Upon approval, please sign and return to the student.

To the Head of the Department of _____ :

A proficiency grade of "D" or "F" is not recorded on the student record.

PAYMENT WILL BE MADE TO THE BURSAR'S OFFICE PRIOR TO THE TEST.

Approved _____ Date _____
Head of Department

Approved _____ Date _____
Registrar

Fee Received _____ Date _____
Bursar's Office