

# CREDIT BY PROFICIENCY EXAMINATION

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A student who believes that they have learned the substantive equivalent of the content of a specific course, may request an examination for credit by proficiency. This can be through self-study, prior experience, or coursework at another institution that was not transferred. The student must have prior approval from their respective adviser(s), academic unit head, and the VP for Academic Affairs (or their designee). For exams taken outside of a student's home academic unit, the approval of both academic unit heads is required.

Proficiency examinations are not allowed for courses in which the student has previously enrolled at Illinois Tech. This is a graded exam and the letter grade (A, B, C, E) will be entered on the permanent record. Credit by examination is limited to nine credit hours total. Students who fail the exam may repeat the exam after 30 days (for the same cost), or take an equivalent course at the university.

The Credit by Examination Form may be obtained in the Office of the Registrar and a per-credit-hour fee is charged for each examination. **The fee must be paid prior to taking the exam, with no exceptions.** A student must be registered for at least 1 credit in a semester in which a credit-by-proficiency exam is taken.