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| **PROFICIENCY GRADE FORM**  (Also available in DocUSign.) |

The following student has earned a grade for the following courses(s):

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| --- | --- | --- | --- | --- | --- | --- |
| **NAME**  **(Please Print)** | **STUDENT ID #** | **COURSE #** | **SEC #** | **COURSE TITLE** | **TERM** | **GRADE** |
| Example: Jane A. Doe | 1234567 | MAT 121 | 0001 | Algebra/Trigonometry 1 | SP 2009 |  |
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**INSTRUCTORS – PLEASE FOLLOW THESE DIRECTIONS**

1. Verify that student has passed preliminary screening given by Department Chair.
2. Verity that student is registered for your class.
3. **PRINT** the student’s name, ID number, course number, section number and course title.
4. Administer Proficiency Exam **before or** **within the first four (4) days** of the term.
5. Assign a grade of P. This is binding and will not be changed once the form has been submitted to the Registrar’s office.
6. Return the completed and signed form to the Registration and Records office within **six (6)** days of the start of the term.

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| **Instructor *(Print Name)*** |  | **Department Chair *(Print Name)*** |
|  |  |  |
| **Instructor Signature** |  | **Department Chair Signature** |
|  |  |  |
| **Date** |  | **Date** |

**NOTE: DO NOT** submit a withdrawal form on the student.