

Application for Credit by Proficiency

Step 1: Completed by Student

Name: _____ Student ID: _____ Date: _____

Address: _____ Phone: _____

Proficiency Method

Credential (\$0 + credit hour fee)

Experiential Portfolio Review (\$45 + credit hour fee)

Term Submitted

Fall _____

Spring _____

Summer _____



Step 2: RSCC Courses for Proficiency Credit – To be completed by Faculty Member

Department	Course Number	Course Title	Credit Hours	Grade (pass/fail)	Signature of Instructor

Total Hours: _____

Step 3: Approvals

Dean of Student of Academic Support: _____ Date: _____

Division Dean: _____ Date: _____

Vice President for Student Learning: _____ Date: _____

Step 4: Fee Payment – Business Office

Received \$ _____ for credit hours indicated above.

Cashier: _____ Receipt number: _____ Date: _____

Step 5: Forward to One Stop

Credits posted to:

Fall _____

Spring _____

Summer _____

By: _____ Date: _____