

## Procedures for Departmental Proficiency Examinations

The Departmental Proficiency Exam is part of Ozark Technical Community College's credit-by-examination program, which gives students the opportunity to earn college credit for a specific course by "testing out". To be eligible, an applicant must have previously completed one semester at OTC. By testing out of select courses, a student may save money on tuition and fees provided they are not already registered for that course. By successfully completing a Departmental Proficiency Exam, a student may shorten the time needed to complete their college degree, and/or satisfy a course prerequisite prior to the start of a semester.

The Division of Technical Education has created proficiency examinations only for a select number of courses. Students pursuing a technical degree program may check with instructors or administrators within the responsible Department to verify whether or not testing out is an option for a particular course.

If a student is already registered for the course they are attempting to test out of, full tuition and course fees for that class must be paid by the student. In this case, transcription and testing fees would not be charged. However, if a student successfully tests out of a course *prior* to registering for or attending it, they are *only* required to pay the testing and transcription fees.

To apply for a proficiency exam, print off and complete the "student information" portion of the Departmental Proficiency Examination form located at this web link: [http://www.otc.edu/Documents\\_Registrar/Credit\\_By\\_Exam\\_DPT\\_Student\\_App.pdf](http://www.otc.edu/Documents_Registrar/Credit_By_Exam_DPT_Student_App.pdf) . Provide the form to the instructor giving the exam, and upon completion, forward to the Dean of Technical Education for signature.

The form may then be hand-carried by the student to the Registrar's Office, or sent there by the Dean's Office. If the student does not pay the fees (or tuition if required) immediately, the amount will be charged to their student account. The Registrar will verify that applicable fees have been paid before posting a grade of "satisfactory" to the student's transcript.