

DMAT PROFICIENCY EXAMINATION

*Exams available for most AOT and ITD courses.

Requirements

A student who can demonstrate ability and knowledge in a particular subject area may establish credit in certain courses without enrolling in them. This can be done by completing a proficiency examination or completing a project, or both, subject to department chair approval.

Not Eligible if...

If a student has enrolled in the course, the student is not eligible to take a proficiency examination for the course after the sixth business day of the semester (16-, 10, 8-, and 5-) week.

Grading

Pass/Fail grade is established based upon at least 70% accuracy and forwarded to Registration.

Cost

Exams are HALF THE COST of the equivalent course.

CONTACT

AMY TRACY FOR

AN APPOINTMENT

330.494.6170/4184

ATRACY@STARKSTATE.EDU

I am Interested, what next?

1. Pick up the Proficiency Examination Packet from Gateway Center, MyStarkState, your instructor, or Amy Tracy.
2. Take the completed Form to the Cashier's Window and pay prior to the exam date.
3. Must provide the completed, prepaid Proficiency Examination Form to the Instructor on the schedule exam date.

Stark State College

Provost's Office

6200 Frank Ave NW, North Canton, OH 44720

(330) 494-6170 | Fax-(330) 966-5465

www.starkstate.edu

Request for Award of Prior Learning (PLA) Credit

PLA Credit Assessment Documentation

Questions about PLA and credits awarded can be directed to the Department Chair of your major or the PLA Coordinator.

1. Students requesting review of prior learning credit(s) must:

- The student must meet with the appropriate department chair to initiate the PLA credit process. The PLA application and process must be completed and approved prior to the student enrolling in the respective course(s).
- The student must take this form to the Cashier's Window for payment. The cost of PLA Portfolio and Proficiency Exam/Challenge Exam credit is $\frac{1}{2}$ the amount of the tuition for the course. For example, if the course is 4 credit hours, the student would pay for 2 credit hours. Only the Proficiency Exam/Challenge Exam and PLA Portfolio are charged the $\frac{1}{2}$ of tuition amount. See the Stark State College Policy and Procedures Manual Policy No. 3357:15-18-09.
- For the Proficiency Exam/Challenge Exam, the student will make arrangements with the appropriate department chair to take the exam. The department chair will make arrangements for the test to be administered with a faculty member. After the exam is taken, the faculty member will record Pass or Fail and forward the form to the PLA Coordinator for processing. A student who has received credit by proficiency will not be required to take additional credit hours in lieu of the credit hours earned by Proficiency Exam/Challenge Exam. The privilege of attempting to demonstrate proficiency by examination is limited to a single attempt per course.
- If the student is seeking credit via the PLA Portfolio, the student must meet with the PLA Coordinator to review the PLA Portfolio process and develop an appropriate plan. The PLA Coordinator is Beth Williams: bwilliams@starkstate.edu or 330.494.6170 ext. 4148. If the PLA Coordinator is unavailable, contact the Registrar, Pam Arrington: parrington@starkstate.edu or 330.494.6170 ext. 4211. The student must review the Prior Learning Credit Assessment Handbook and utilize it to develop the PLA Portfolio. A PLA Portfolio must be developed for each course for which a student seeks credit.
- See the Stark State College Policy and Procedures Manual Policy No. 3357:15-13-25 for the policy on credit for Professional Exams, Licensure, or Certifications.

Documentation of any form of PLA must accompany this request form.

2. To Be Completed by Student (Please print using blue or black ink only):

Name: _____
Last First MI

SSC STUDENT ID: _____ SSC email: _____

Degree Program Name: _____ Credit Hours Completed in Degree _____

Refer to MAP on mystarkstate.edu to locate degree name and credit hour information.

Student Signature: _____ Date: _____

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3. To be Completed by Student with Assistance from PLA Coordinator or other Administrator:

Forms of PLA evidence:

- ☐ Current Professional Licensure or Certification
- ☐ Completion of Formal Training/Certificate – including non-credit training
- ☐ Military Transcript/ACE Transcript
- ☐ Portfolio (see PLA Coordinator for Portfolio requirements)*
- ☐ Divisional Proficiency Exam/Challenge Exam*
- ☐ Personal Interview/Bypass Prerequisites Course:
- ☐ CLEP or AP

*Item includes a cost. Refer to section one of this form for the amount.

4. Courses Requested for Prior Learning Credit Assessment (attach curriculum sheet(s) if appropriate):

Course Number	Course Name	Credit Hours

Total Credit Hours: _____

5. Personal Interview/Bypass Prerequisites Documentation. Include document attachment(s) if needed.

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For College Use Only:

Proficiency Exam (circle one): Pass Fail

Portfolio Rubric Score: _____

Attach the completed rubric to this form.

Instructor/Proctor Signature: _____ Date: _____

Program Coordinator Signature: _____ Date: _____

Department Chair Signature: _____ Date: _____

Divisional Dean Signature: _____ Date: _____

SSC Equivalent Course	Credit Hours	Accept Credit	Decline Credit

If the request or credit is declined, provide the rationale here. Include an attachment(s) if additional space is needed.

Submitted to PLA Coordinator for Tracking

Date Entered: _____ Initials: _____

Registrar's Office Posts to Student Record

Date: _____ Initials: _____