



Transcript Credit Proficiency Check

Department of English

Transfer credits from all regionally accredited institutions of higher education for degree-seeking students are recorded on the student's permanent academic record. Typically, credits older than ten (10) years, are not eligible for transfer to SLCC, unless part of a previous earned degree from an accredited institution of higher education.

However, the Department of English recognizes that composition is a life-long skill and that coursework over ten (10) years may be reinforced in a variety of ways (e.g., additional, newer courses outside of composition, career experiences, or life skills.)

Therefore, students may seek credit for coursework over ten (10) years, equivalent to ENGL 1010 and ENGL 1020, by providing a supervised writing sample. Equivalent *coursework must have a grade of "C" or above.*

Students must:

- Complete this form.
- Take the English Department Proficiency Check. (Contact the Testing Department to schedule your appointment.)

Once a student completes the on-campus writing sample, the Department of English will evaluate the sample and determine if the over ten-year credits can be transferred to SLCC.

There is no charge to take the Department of English Proficiency Check. Credits confirmed will appear on the student's transcript within six (6) business days from sample completion. Students whose credits are denied will receive an email from the Department Chair with the course starting recommendations. (*Students with a previous degree from an accredited institution of higher education are not eligible for the proficiency check.*) Transcribed credits will follow the SLCC transfer guidelines (see SLCC college catalog for details.)

First Name:		Last Name:	
Student ID:		Date of Birth:	
Phone:		Email:	
Signature:		Date:	
Do you hold a previous degree from an accredited institution of higher education?			
Course Completed:		Year Completed:	
College Where Course was Completed:		Grade Earned:	
Course Completed:		Year Completed:	
College Where Course was Completed:		Grade Earned:	

Office Use Only:			
Testing Center			
Date Exam Administered:		Date Sent for Review:	
Exam Proctor:			
Department of English			
Credit Awarded for ENGL 1010	<input type="checkbox"/> Yes <input type="checkbox"/> No	Department Chair Signature:	
Credit Awarded for ENGL 1020	<input type="checkbox"/> Yes <input type="checkbox"/> No	Department Chair Signature:	
If credit is not awarded, date email sent to student:			
Registrar			
Date Received:		Transcriber:	
Date Transcribed:			