

# Proficiency Exams Policy – Discontinued

This policy is no longer active and has been officially discontinued as of August 18<sup>th</sup>, 2025. The information below is retained for archival and reference purposes only.

## Associate Program Transfer Student – Proficiency Exams Policy

Transfer students from an ABFSE accredited institution must take a proficiency exam in order to transfer funeral service core course credits. Taking and passing proficiency exam means that you have complete mastery and know the skills in that course. The proficiency exam is a tool to satisfy the requirement of a funeral service core course. It is a way to demonstrate proficiency in that material, enabling you to transfer the credit. Proficiency exams may take up to one (1) hour. You are strongly encouraged to carefully review the course material prior to taking the exam. The College does not provide any review materials for your proficiency exam(s). Please arrive to your exam ten (10) minutes early. Students are encouraged to take all proficiency exams prior to enrollment.

The following are guidelines for proficiency exams:

- The student has transfer credit(s) from another ABFSE accredited funeral service college, or program, that is transferrable into the associates' program, then they may be required to take a proficiency exam in order to transfer the credit
- Students must have passing grades within the core course(s), of an ABFSE accredited funeral service college or program, to be eligible to attempt a proficiency exam. A student must retake all subjects with a grade below a "C" (75% or lower)
- The student will earn credit for a core course if they score 75% or better on the proficiency exam
- A student may only attempt a proficiency exam **once**
- Students attempting to take a proficiency exam must complete the exam by the fifth (5<sup>th</sup>) day of class. Students are encouraged to take all proficiency exams prior to enrollment
- Students who have failed the proficiency exam or missed the cut off time are required to take the course
- Proficiency exams are taken at the campus or via Proctoring Service
- General Education courses do not apply
- Pierce Mortuary College students are required to take a proficiency exam upon reenrollment
- Those enrolled in a bachelor program are not required to take proficiency exams of the associate's core funeral service courses. No proficiency exams are available for upper-division bachelor courses.

All Funeral Service Core courses apply to this policy.