


UNDERGRADUATE CURRICULUM CHANGE MEMO

Date: November 30, 2022

From: Selfa A. Chew-Melendez, Associate Dean for Undergraduate Studies, College of Liberal Arts

Through: Anadeli Bencomo, Dean, College of Liberal Arts 

To: Selfa A. Chew-Melendez, Chair, Undergraduate Curriculum Committee

Proposal Title: Proficiency level waiver.

A proficiency level waiver is intended to acknowledge student's proficiency in certain areas of their major or minor, giving them the option to take other courses if the content of an approved number of required courses is already mastered. A rigorous process to verify and document the level of proficiency will be established by a department committee and approved by the Dean of Liberal Arts.

Addition to catalog:

In addition to credit for non-traditional educational experiences, students can request a proficiency level waiver for up to three upper-level credits (43XX or 33XX), and six lower-level credits for undergraduate degree programs to fulfill major and minor requirements in their degree plan. Assessment of proficiency level will take place through written test, oral examination, and performance or portfolio as determined by a department committee integrated by faculty with expertise in the field. The committee will submit proper documentation of the assessment for state auditing, explaining how the expected learning outcomes were verified. Once the Department Chair and the Dean accept the committee recommendation, the CLASS Center will process the approved proficiency waiver and enter it into the student record. Requirements earned through this process do not contribute to the UTEP degree requirement for completion of 30 semester hours in residence and are not included in the grade point average (GPA) calculation since they earn 0 credit hours.

**Please note: the proficiency waiver(s) does not count towards the minimum 120 credit hours required for degree completion; additional hours may be required to fulfill hours granted by waiver(s), contact your academic advisor to determine if any additional hours are required.*

CURRICULUM PROPOSAL

APPROVAL PAGE

Proposal Title: Proficiency level waiver

College: Liberal Arts Department:

DEPARTMENT CHAIR- Anadeli Bencomo, Dean, Liberal Arts

I have read the enclosed proposal and approve this proposal on behalf of the department.

Anadeli Bencomo

12/5/2022

Signature

Date

COLLEGE CURRICULUM COMMITTEE CHAIR – Selfa A. Chew-Melendez

I have read the enclosed documents and approve the proposal on behalf of the college curriculum committee.

Signature

Date

COLLEGE DEAN – Anadeli Bencomo

I have read the enclosed documents and approve the proposal on behalf of the college. I certify that the necessary funds will be allocated by the college in support of this proposal.

Signature

Date
