Instructions: Student must complete steps 1 through 4 and deliver completed form to the Registrar’s Office before the assessment, portfolio review, or exam. The Registrar’s Office will notify the student of the results.

Step 1: To be completed by student

Name (print) & Student ID#: ______________________________
Street Address, City, State & ZIP ______________________________

Requests permission to receive credit for prior learning in:

Department & Course Number: _________________ Number of credits: ____________

It is understood that a charge of $211 per credit ($246 per nursing credit) (effective 05/09/18) will be made for this service payable to the university.

Signature: ______________________________ Date: ____________

Step 2: Student should have department chair or divisional dean and instructor complete

The following instructor has agreed to evaluate the above credit for prior learning:

Name (print) ______________________________

______________________________ (date) ____________
Instructor’s Signature

______________________________ (date) ____________
Department Chair or Divisional Dean

Step 3: Student should have Business Office complete

Payment has been made to the Business Office on __________ (date)
______________________________ (Signature of person accepting payment)

Step 4: Student is to return form to the Registrar’s Office

Received on: __________ (date) __________________________ (Signature of person receiving form)

For Office Use Only: (updated 05/09/18)
Notice to instructor requesting grade on: __________________
Grade received on: __________________
Notice sent to student on: __________________
Notice sent to Payroll Office on: __________________
Notice to Accts Rec. Mgr. __________________