

**Carroll University, 100 N East Avenue, Waukesha, WI 53186**  
**Registrar's Office Credit for Prior Learning Assessment**

**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) \_\_\_\_\_

\_\_\_\_\_  
Instructor's Signature (date) \_\_\_\_\_

\_\_\_\_\_  
Department Chair or Divisional Dean (date) \_\_\_\_\_

**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. \_\_\_\_\_