

# Credit for Prior Learning Form



This process must be completed in the order shown on the form. The student is responsible for routing the form through the assessment step. After the assessment is finished, the Assessor, Department Chair, and Dean should each complete their sections in sequence. Once all approvals are obtained, the form should be submitted to Registration and Academic Records (WA 132) by the Dean's Office.

## 1. Student Information: Completed by the student prior to submission.

Date Submitted: \_\_\_\_\_ MSU Tech ID: \_\_\_\_\_ Student Name: \_\_\_\_\_

### The MSU Mankato course for which the assessment for credit is requested:

Course Subject and Number (ex. PSYC 101): \_\_\_\_\_ Number of Credits: \_\_\_\_\_

Course Title: \_\_\_\_\_ Is this course required on your degree audit? ☐ Yes ☐ No

### Description of previous background experience which justifies this request:

## 2. Assessment Recommendation: Completed by Department Chair.

☐ Approved ☐ Not Approved Department Chair Signature: \_\_\_\_\_

### Assessment Administration Information

Assessor Name: \_\_\_\_\_ Date: \_\_\_\_\_ Location: \_\_\_\_\_

### Type of Assessment Requested

☐ Portfolio Review (IC30) ☐ Skills Demonstration (IC32) ☐ Research Paper (IC34) ☐ Multiple Assessment Used (IC36)  
☐ Credit by Exam (IC31) ☐ Oral Interview (IC33) ☐ Project Evaluation (IC35) ☐ Creative Process Demonstration (IC37)

## 3. Cashiers Office: Completed by Cashiers Office, WA 128 (Fee of \$50.00 per credit hour, receipt must be attached to this form)

Fee Paid: \_\_\_\_\_ Date: \_\_\_\_\_ Cashier Signature: \_\_\_\_\_

## 4. Assessment: Completed by the Assessor.

Course Assessed (ex. PSYC 101): \_\_\_\_\_ Credit Hours: \_\_\_\_\_ ☐ Pass ☐ Fail

Assessor Name: \_\_\_\_\_ Assessor Tech or Star ID: \_\_\_\_\_

Assessor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## 5. Approvals: Completed by the Department Chair and Dean.

The Deans of Colleges and Department Chairpersons are reminded that the Curriculum Committee indicated on February 14, 1961, that credit for prior learning is to be given only for an extremely high level of efficiency, usually represented by a grade of A or B on the assessment.

Attach Payment Receipt Here

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Is the Assessor to be paid? ☐ Yes ☐ No Term to be paid (i.e. Fall 25): \_\_\_\_\_

## 6. Registration and Academic Records/Graduate Studies:

Completed by Registration and Academic Records/Graduate Studies.

Graduate Studies (Final Check and Initials): \_\_\_\_\_

Registrar's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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