



Credit For Prior Learning Evaluation/Examination

Student Name: _____

Student ID: _____

Step One: Completed by Faculty

Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____

Evaluation

Step Two: Completed by Faculty

I/We have evaluated the documentation presented and certify the above named student is entitled to the following credit(s)-either listed above or on attached sheet.

Approval:

Department Chair/Coordinator

Date

Step Three: Completed by Cashier Department (Payment Due Prior to Admissions and Records Processing)

Number of Credits _____ Amount Paid _____ Date _____

Step Four: Return Form to Admissions and Records for Processing

Examination

Step Two: Completed by Admissions and Records

I/We have reviewed the students transcripts and verify the student has never received credit for the above mentioned classes.

Approval:

Admissions and Records

Date

Step Three: Completed by Cashier Department (Payment Due at the Cashier Department Prior to Examination)

Number of Credits _____ Amount Paid _____ Date _____

Step Four: Faculty Grading

The above named student was tested by me on _____.

The Grade on the examination is _____.

Faculty Signature

Date

This form is to be **returned immediately by the Instructor** to the Admissions and Records Office after the examination. If the Instructor wishes to be paid for the Examination, they will need to contact Employee Services to complete the appropriate payment request.

Admissions and Records ONLY

_____ Credit Posted/Student Notified

_____ Credit Not Posted/Student Notified

A&R Staff Initial/Date _____