

Credit for Prior Learning Assessment Form

Students who have formally declared their major at DCTC are eligible for a prior learning assessment. A \$50.00, non-refundable per credit attempted fee is charged for lecture courses. A \$100.00, non-refundable per credit attempted fee is charged for laboratory courses. *If registered for a course that will be replaced by assessment, it must be dropped during full drop period to avoid financial obligation and transcript notation.*

Student fills out:

Student Name: _____ Major: _____
 Student ID Number _____ Term/Year: _____

Department/Course Number	Course Title	Credits

1.) Bring this form to the appropriate instructor to coordinate assessment.

Credit by Exam (test out) or Prior Learning Assessment (see CPL policy for typical assessment methods)
 The instructor administering the exam or assessment will indicate the conditions for earning credit. The assessment does not occur until fee is paid.

Comments: _____

Date of Examination: _____

Instructor Name: (Please Print) _____ Signature: _____

Student Signature: _____

2.) Pay the Prior Learning fee at the Tuition Office. Tuition Office retains its copy.

TUITION OFFICE USE ONLY	Examination Fee: \$ _____ Lecture _____ Lab _____
	Date Paid: _____ Initials: _____

3.) Submit this form to the instructor on your test date.

Instructor fills out:

INSTRUCTOR: When the assessment has met 75% of the competencies for the course it will be recorded on the transcript as a transfer credit.

GRADE: Pass No Credit

4.) Take this form to your Dean for payment authorization. (Amount Per MSCF Contract)

Administration fills out:

AUTHORIZATION for INSTRUCTOR PAYMENT _____ Lecture _____ Lab
 Amount: \$ _____ Signature of Dean: _____ Date: _____

5.) Return the form to Student Services for processing. Registrar Approval _____
 Date Received: _____ Op. Initials: _____ Date Entered: _____ date

6.) Send a copy of form to HR for instructor payment processing. HR processed date: _____