Credit for Prior Learning Assessment Form
Includes expired transfer credits

• Students who have been accepted and have an active major at DCTC are eligible for a prior learning assessment. (Please confirm)
• A $50.00, non-refundable per credit attempted fee is charged for lecture courses and a $100.00, non-refundable per credit attempted fee for laboratory courses.
• If a student has expired (over 5 years old) transfer technical credits, they will need to use the credit for prior learning process.
• While it is not required, taking the INDS1010 course is highly encouraged.
• If registered for a course that will be replaced by assessment, it must be dropped during the drop period to avoid financial obligation and transcript notation.

Student Name: ___________________________ Student ID Number: ___________________________
Active Major: ________________________________ Term/Year: ___________________________

Course you are seeking prior learning credit (must be required by declared major):

<table>
<thead>
<tr>
<th>Department/Course Number</th>
<th>Course Title*</th>
<th>Credits</th>
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1.) **Bring this form to the appropriate instructor** to coordinate assessment.
   The instructor administering the exam or assessment will indicate the conditions for earning credit. The assessment does not occur until the fee is paid.
   *an appropriate instructor is one who is teaching in that subject, thus making them a subject matter expert

   Date of Exam: ________________________ Instructor’s printed Name: __________________________

   Instructor Signature:_________________________ Student Signature: __________________________

2.) **Pay the Prior Learning fee at the Tuition Office.**
   Tuition office should retain a photo-copy for records, student retains original until complete

   Examination Fee: $ ________________________

   Lecture Credits: ________________________ Lab Credits: ________________________

   Business Office Initials: ________________ Date: ________________________

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

Submit all parts to Registrar 4/2019
Credit for Prior Learning / Expired Credit
Review and Approval

Please list the Outcomes, add method used to meet outcome of the course the student is completing the assessment for, and explain how the student met or demonstrated that they met the outcome.

<table>
<thead>
<tr>
<th>List One Outcome per Line</th>
<th>Explain how student met outcome</th>
<th>Method that aligns with outcome (may have more than one, use letter associated with method)</th>
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- A. Test out/Credit by Exam
- B. Field/lab exam
- C. Oral Interview
- D. Industry Training
- E. Portfolio

**Documentation**
Copies of documentation are required to be attached to this document, as well as any other evidence provided by student, examples:

- Copy of any examination(s) used in the assessment
- Formal job descriptions of current or former employment
- Performance evaluations from current or former employers
- Commendations or performance awards
- Copy of final professional portfolio created as course requirement
- Professional articles, blogs, editorials, etc. authored by student
- Proof from Portfolio from INDS 1010 Credit for Prior Learning Class
- All Transcripts (can be unofficial)
- Letter of verification of employment and skills/performance
- Copy of commendations or performance awards
- Syllabi, course outlines concurrent with time class was taken by student
- A written summary of findings from the oral interview (done by content faculty)
- Other – please describe

**For expired college coursework:**
Must provide transcripts (can be unofficial) along with a minimum of two other forms of documentation from above.

*Internship Require all items below and must be attached to this document:
- Letter of verification from employer within 5 years
- Performance Evaluations
- Job/Learning Narrative
- Examples of work or projects
- Must meet/exceed required hours
Evaluation Results:

When the assessment has met 75% of the competencies for the course it will be recorded on the transcript with the grade of P.

☐ Pass  ☐ No Credit

Signature of Approving Faculty: __________________________________________________________
(Content expert)

Dean’s Approval: ___________________________________ Date: __________________________
(Deans have final approval of student passing/requirements met)

AUTHORIZATION for INSTRUCTOR PAYMENT _____ Lecture _____ Lab Amount: $ ____________
Signature of Dean: ___________________________________________ Date: ________________

Forward form to Scheduling for course creation and faculty pay

Term: ________________ Course ID: ________________

Scheduler: ___________________________ Date: ________________

Route to Registration for course registration

Signature: ___________________________ Date: ________________

*All documents will be added to a student’s file after processing is complete.