

EVALUATION FOR CREDIT

Name: _____ Student ID: _____ Date: _____

Email: _____ Phone Number: _____

- There will be a \$25 per course charge placed on your student account IF the credits are approved.
- Your transcript will be placed on hold until payment is made.
- Only a total of 24 credit hours may be given through Evaluation for Credit.
- Documentation should be attached before seeking approval. No approval will be given without documentation.

STEP 1: TYPE OF EVALUATION REQUESTED

A: CREDIT BASED ON TESTING (Scores must be attached & Vice President of Student Services or Director of

Student Information Services must approve.)

- Advanced Placement Examinations (AP)
 College Level Examination Program (CLEP)
 Scholastic Assessment Test I (SATI) or American College Test (ACT)

Vice President of Student Services or Director of Student Information Services

Date

B: CREDIT BASED ON CREDENTIALS/TRAINING (Documentation must be attached & Instructional Dean must approve)

**Program Coordinators mark the type of credentials/documentation and list specific courses that are requested for credit in the lines below.*

- Evaluation of Credentials Type: _____
 Departmental Challenge Exams
 Credit Based on Prior Training/Skills Dev/Experience Explain: _____
 Tech Prep
 Continuing Education Credits

Program Coordinator Signature

Date

Dean of Instruction Signature

Date

STEP 2: COURSES APPROVED FOR CREDIT

(Program Coordinator/VP of Student Services/Director of Student Information Services complete section below)

| Credited HC Course | Course Title | Credit Hours |
|--------------------|--------------|--------------|
| | | |
| | | |
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| | | |
| | | |
| | | |

Total Hours (24 Total Hours Allowed) _____

STEP3: FINAL DETERMINATION (Vice President of Instruction)

Approved Denied _____

Vice President of Instruction

Date

STEP 4: APPROVED CREDIT POSTING & PAYMENT (Student Information Services)

Total Charges Applied to Account: _____ Charges Waived Approval _____ Date Student Notified: _____

Posting Completed by: _____

Date: _____