

# 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
- ☐ Departmental Challenge Exams
- ☐ Credit Based on Prior Training/Skills Dev/Experience
- ☐ Tech Prep
- ☐ Continuing Education Credits

Type: \_\_\_\_\_

Explain: \_\_\_\_\_

\_\_\_\_\_  
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

Total Hours (24 Total Hours Allowed) \_\_\_\_\_

## STEP3: FINAL DETERMINATION (Vice President of Instruction)

\_\_\_\_\_  
Vice President of Instruction ☐ Approved ☐ Denied \_\_\_\_\_  
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: \_\_\_\_\_