

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 of Credit.
- Documentation should be attached before seeking approval. No approval will be given without documentation.

STEP 1: TYPE OF EVALUATION REQUESTED

CREDIT BASED ON TESTING (Scores must be attached & Director of Student Records & Registration must approve)

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

Director of Student Records & Registration Signature

Date

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/Director complete section below)

Credited HC Course	Course Title	Credit Hours
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
Total Hours (24 Total Hours Allowed)		_____

STEP 3: FINAL DETERMINATION (VP of Instruction)

Vice President of Instruction Approved Denied _____
Date

STEP 4: APPROVED CREDIT POSTING & PAYMENT (Enrollment Management)

Total Charges Applied to Account: _____ Charges Waived, Approval: _____ Student Notified Date: _____
Posting Completed by: _____ Date: _____