**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 (SAT I) or American College Test (ACT)

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**

<table>
<thead>
<tr>
<th>Credited HC Course</th>
<th>Course Title</th>
<th>Credit Hours</th>
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Total Hours (24 Total Hours Allowed) ________________

**STEP 3: 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: ____________