



Credit For Prior Learning Evaluation/Examination

Student Name: _____

Student ID: _____

Step One: Completed by Faculty

Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____
Subject & Catalog No. _____	Title _____	Units _____

Evaluation

Step Two: Completed by Faculty

I/We have evaluated the documentation presented and certify the above named student is entitled to the following credit(s)-either listed above or on attached sheet.

Approval: _____

Department Chair/Coordinator

Date

Step Three: Completed by Cashier Services (Payment Due Prior to Admissions and Records Processing)

Number of Credits _____ Amount Paid _____ Date _____

Step Four: Return Form to Admissions and Records via the Welcome Center for Processing

Examination

Step Two: Completed by Admissions and Records

I/We have reviewed the students transcripts and verify the student has never received credit for the above mentioned classes.

Approval: _____

Admissions and Records

Date

Step Three: Completed by Cashier Services (Payment Due at the Welcome Center Prior to Examination)

Number of Credits _____ Amount Paid _____ Date _____

Step Four: Faculty Grading

The above named student was tested by me on _____.

The Grade on the examination is _____.

Faculty Signature

Date

This form is to be **returned immediately by the Instructor** to the Admissions and Records Office after the examination. If the Instructor wishes to be paid for the Examination, they will need to contact Employee Services to complete the appropriate payment request.

Admissions and Records ONLY

Credit Posted/Student Notified

Credit Not Posted/Student Notified

A&R Staff Initial/Date _____

Application for Departmental Credit by Evaluation

In accordance with AR 2.2.4, students may apply for Departmental Credit by Evaluation in certain courses by obtaining the appropriate form from Admissions and Records via the Welcome Center, and completing applicable paperwork and other requirements of the college, including payment of required fees. See fee schedule in college catalog for appropriate fees. Fees are not refundable if a student fails to obtain credit.

Students may not request:

- ◆ the evaluation of a course a second time,
- ◆ the evaluation of a course while currently enrolled in the course,
- ◆ to establish credit in a previously completed course, or
- ◆ to establish credit for a lower level of a course in which credit has been received.

Certain departments may have additional requirements which must be met before credit may be granted through departmental credit by evaluation.

When credit is granted as outline above, a notation of “credit by evaluation,” and the number of credits will appear on the student’s transcript. These credits are not used in computing the grade point average. Credit by evaluation is transferable within the Maricopa Community Colleges, but is not necessarily transferable to other colleges and universities.

PROCEDURES

Obtain written administrative approvals on the reverse side.

Attach with this form pertinent and relevant licenses, certificates, or other documents certifying competency in occupational and vocational areas. Copies are acceptable. Please bring the original documents with you.

Submit this form to the Office of Admissions and Records via the Welcome Center. Up to two months should be allowed for processing of the evaluation.

When the materials have been evaluated and if credit has been granted, the current credit hour fee must be paid for by the student and receipted on the reverse side of this form.

I hereby certify that I have read and understand the requirements and conditions for Departmental Credit by Evaluation as stated in the above section.

Student’s Signature

Date