

ASSESSMENT OF PRIOR LEARNING APPLICATION

(see policy on reverse side)

OFFICE OF RECORDS AND REGISTRATION

St. Cloud State University

St. Cloud Minnesota 56301

Note: Contact the Academic Department before completing this form

PART A: TO BE COMPLETED BY STUDENT

SCSU I.D.

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Name: _____ Date: _____
(Please Print) LAST First Middle

Local Address: _____

City State Zip SCSU Email Address

Course proposed for credit. **Assessment and assignment of credit occur only in the current or a future academic term and may not be retroactive.**

Dept. Course No. Course Title Credits

Experience in this subject area: _____

PART B: APPROVAL PROCEDURE

Step 1. Office of Records and Registration - AS 118:

Number of credits completed at SCSU (minimum of 15) _____.

Number of non-course credits completed (maximum of 30) _____.

Office of Records and Registration Signature _____ Date _____

Step 2. Academic Department Assessment Plan (see policy on reverse side): (No assessment will be done until all signatures are in place and assessment fee is paid.)

Faculty Member to be performing assessment Approved by Dept Chairperson Date

Brief description of methods to be used (attach additional information if needed):

Step 3. Dean's Decision:

Assignment of this faculty member for this Assessment of Prior Learning is: Approved Denied
Comments (attach additional information if needed):

Dean's Signature _____ Date _____

Step 4. Academic Affairs Decision:

The Application for Assessment of Prior Learning is: Approved Denied
Reason for denial (attach additional information if needed):

Signature of Academic Affairs _____ Date _____

Step 5. **Assessment Fee paid – AS123:** Signature _____ Date _____

Step 6. FACULTY RECOMMENDATION:

Assessment results were: Satisfactory Unsatisfactory Credits Earned _____
Additional comments:

Faculty Signature _____ Date _____

Step 7. RETURN COMPLETED FORM TO THE OFFICE OF RECORDS AND REGISTRATION - AS 118.

Office Use Only: Credits Awarded _____ (Date) _____
Records and Registration Signature

Policy for Assessment of Prior Learning or Credit by Examination

An undergraduate student may earn a maximum of 30 semester credits through assessment of prior learning or credit by examination. To be eligible, an admitted student must have completed at least 15 credits at St. Cloud State University. A student can be assessed/examined only once for a particular course. The department, through democratic procedures, is the final authority for determining whether assessment of prior learning or credit examination is appropriate for any of its courses.

Credit by Examination may be requested in any course; however, departments may determine if credit by examination is appropriate for any of its courses. The final authority for determining whether an eligible student may take a course by examination rests with the department chairperson involved. Students will be charged one-third the cost of a regular credit for each credit awarded.

Assessment of Prior Learning is a means of granting academic credit for learning such as that gained through life experiences including employment, volunteer work or personal experience with a clear relationship to a specific course or courses offered by the university. The content of the prior learning need not be identical to the content of the course, but the student should be prepared to demonstrate that he/she has met the same learning goals. The final authority for determining whether a student may earn credit by assessment of prior learning rests with the chair of the department involved. Students will be charged one-third the cost of a regular credit for each credit at the time the assessment is requested.

Please note that credits successfully awarded through Credit by Examination or Assessment of Prior Learning will:

- count toward residency requirements.
- be graded on a satisfactory/unsatisfactory basis. Only satisfactory grades are entered on the student's permanent record.
- be applied to general education, a major or a minor, or to university electives as appropriate.

Application forms are available in the Office of Records and Registration, 118 Administrative Services Bldg, 720 Fourth Avenue South, St Cloud, MN 56301-4498.