

OFFICE OF RECORDS AND REGISTRATION  
ST. CLOUD STATE UNIVERSITY, AS 118  
720 4th AVENUE SOUTH  
ST. CLOUD, MINNESOTA 56301-4498  
PHONE: (320)308-2111 FAX: (320)308-2059  
registrar@stcloudstate.edu

## ASSESSMENT OF PRIOR LEARNING REQUEST

Note: Students will be charged a fee when credits are approved\*

### PART A: TO BE COMPLETED BY STUDENT

Name \_\_\_\_\_ SCSU ID \_\_\_\_\_

Address \_\_\_\_\_  
Street City State Zip

Daytime Phone (\_\_\_\_) \_\_\_\_\_ Email [\\_\\_\\_\\_\\_@stcloudstate.edu](mailto:_____@stcloudstate.edu)

Course proposed for credit. **Assessment and term may not be retroactive. Consult with advisor to identify possible course options.**

Department	Course No.	Course Title	Credits

Briefly explain the basis for this request:

## Procedure for Requesting an Assessment of Credit for Prior Learning

Step 1: **Confirm eligibility:** Submit form to the Office of Records and Registration (in AS 118) to confirm your eligibility for an assessment.

Completed sufficient credits (15) at St. Cloud State  Yes  No  
Sufficient Grade point average overall (minimum 2.00 GPA)  Yes  No  
Within allowable number of credits (maximum of 16 completed semester credits)  Yes  No  
Assessment year/term \_\_\_\_\_

Step 2: **Make a plan:** Meet with the chair of the department that offers the course to create an assessment plan which includes intended format, (portfolio, paper, etc.) course outcomes, evidence of outcome attainment, and the intended faculty reviewer. Attach the plan to this application.

Recommended faculty reviewer \_\_\_\_\_  
Chair approves the plan  Yes  No If no, notify student about the reason.  
Chair's signature \_\_\_\_\_ Date \_\_\_\_\_

Step 3: **Dean reviews the plan:** Submit form and plan to the Dean for review.

Dean approves the plan  Yes  No If no, notify chair and student about the reason.  
Dean approves the reviewer  Yes  No If no, notify chair and student about the reason.  
Dean's signature \_\_\_\_\_ Date \_\_\_\_\_

Step 4: **Academic Affairs reviews the plan:** Academic Affairs Office Review (AS 209)

Academic Affairs approves the plan  Yes  No If no, notify Dean, chair and student about the reason.  
Academic Affairs approves the reviewer  Yes  No If no, notify Dean, chair and student about the reason.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Step 5: **Prepare evidence of outcome attainment.** Student uses the plan to develop materials that demonstrate attainment of the expected course outcomes. Consult with faculty, advisors and others as appropriate.

Step 6: **Review of evidence.** Designated faculty member reviews the documents to determine if the student has met the course outcomes to a sufficient degree.

Satisfactory for course credit # of credits awarded \_\_\_\_\_  Unsatisfactory for course credit  
If unsatisfactory, notify student and department about the reason.  
Signature \_\_\_\_\_ Date \_\_\_\_\_

Step 7: **Transcription:** Faculty reviewer or department chair submits this form to the Office of Records and Registration for transcription (AS 118)

**Note about Cost:** Upon transcription of approved credits the student will be assessed a fee equivalent to the cost of 1/3 credit for each credit assigned. (e.g. For an approved 3 credit course a student will be charged for 1 credit.)

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