Credit for Prior Learning Evaluation Request Form

Students may request to have prior learning evaluated through examinations, performance, product evaluation, review of experiential portfolios and nonacademic credentials by Central Lakes College (CLC) faculty. Students must be enrolled at CLC to be eligible and are unable to receive this assessment if they have previously taken the course or are currently registered for it. Students are not eligible for financial aid for credits obtained through this process.

**Process:** Students are responsible for contacting an instructor to perform the evaluation. If the instructor agrees to perform the evaluation, the students pay for the assessment at the Bookstore. **Note that the evaluation fee is non-refundable and does not guarantee credit granted.** The student brings the form along with the paid indicator to the instructor, who performs the assessment and issues a grade of “S” (Satisfactory) or “U” (Unsatisfactory). The instructor routes the form to Academic Affairs for faculty payment and approval to set up a course. Academic Affairs routes the form to the Records Office for course set up and recording successful assessments on the student’s transcript.

**Step 1 – Student completes this section.**

Name: ___________________________________________ Student/Star ID #: ____________________________

Phone #: ___________________ Email: ______________________________________________________________

Student Signature*: __________________________________ Date: _________________________________

Have you previously enrolled in this course? □ No □ Yes (If Yes, ineligible)

Are you currently enrolled in this course? □ No □ Yes (If Yes, ineligible)

Are you using military benefits? □ No □ Yes

*By signing, I am indicating I have read and agree to abide by the CLC Credit for Prior Learning Policy.

**Step 2 – Student arranges for an instructor to perform the prior learning evaluation. Instructor completes this section prior to the evaluation and gives to student.**

Course (ex. ENGL1105): __________________ Course Title: ____________________________________________

Number of Credits: ________

Instructor Responsible for Test Out: ____________________________________________________________

Instructor Signature: __________________________________ Date: _______________________________

Is the student currently registered for this course? □ No □ Yes (If Yes, ineligible)

**Step 3 – Student pays for the assessment at the Bookstore. Bookstore adds the test out fee ($75/cr) and applies the payment. Bookstore completes this section and returns to student.**

# Credits: _____ Amount Charged: _____ Trans # ________________ Initials: _______ Date: __________

# Credits: _____ Amount Paid: _____ Trans # ________________ Initials: _______ Date: __________

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Step 4 – Student provides the form to instructor for evaluation. Instructor completes this section and provides to Academic Affairs.

Evaluation Date: ____________  Assessment Results: ☐ Pass (credit earned) ☐ Fail (no credit earned)
Academic Dept’s Cost Center: ____________ Lecture Credits: ____________ Lab Credits: ____________

Step 5 – Academic Affairs completes this section for scheduling/instructor payment and provides to Records Office.

Academic Dean’s Signature: __________________________________________ Date: ______________
Date entered into FWM: ____________ By: ____________ Assignment type 2217, Additional

Step 6 – Records Office completes this section for course creation, registration, grade entry and scanning.

Course created with section 99 and Grading Method set at 05 – Test Out to block financial aid. 0 faculty credits
Course ID #: _____ Semester: __________
Registered Student: _____ Entered Grade: _____
By: __________________________ Date: __________________

CLC Contact Information:
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Fax: 218-855-8269
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