



## 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.

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### 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.*

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### 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)

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### 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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CLC is committed to legal affirmative action, equal opportunity, and access and diversity of its campus community. This document is available in alternative formats. Consumers may also contact us via their preferred Telecommunication Relay Service.



**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: \_\_\_\_\_

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**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

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**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: \_\_\_\_\_

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**CLC Contact Information:**

Brainerd Campus  
501 West College Drive  
Brainerd, MN 56401-3900  
1-800-933-0346 or 218-855-8000  
Fax: 218-855-8269  
[askclc@clcmn.edu](mailto:askclc@clcmn.edu)

Staples Campus  
1830 Airport Road  
Staples, MN 56479-3252  
1-800-247-6836 or 218-894-5100  
Fax: 218-855-8252  
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