



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: _____

Assessment Type (circle one):

- IC30 - Portfolio review
- IC31 - Test out (Credit by Exam)
- IC32 - Skills demonstrations
- IC33 - Oral interview
- IC34 - Written research papers
- IC35 - Project evaluation
- IC36 - Multiple assessment types used
- IC37 - Creative process demonstration

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.

Create course with section 99, Grading Method set at 05 – Test Out to block financial aid, Instructional Unit Type Q and 0 faculty credits.

Course ID #: _____ Semester: _____

Registered Student: _____ Entered Grade: _____

By: _____ Date: _____

CLC Contact Information:

Brainerd Campus
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Brainerd, MN 56401-3900
1-800-933-0346 or 218-855-8000
Fax: 218-855-8269
askclc@clcmn.edu

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1830 Airport Road
Staples, MN 56479-3252
1-800-247-6836 or 218-894-5100
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askclc@clcmn.edu

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