



# Office of the Registrar

Phone: (812) 237-2020

Fax: (812) 237-8039

## Assessment of Prior Learning

By submitting this form, I am requesting an assessment of prior learning for the course listed below. In consultation with my advisor, I understand that it is my responsibility to ensure that the credits I earn through a departmental assessment of my prior learning are applicable to my degree program. I also understand that the required fee is **not refundable** regardless of whether credit is granted.

### Personal Information

_____	_____	_____
Last Name	First Name	University ID # (99x-XXX-XXX)
_____	_____	_____
Email Address	Phone Number	Student Signature

### Course Information

_____	_____	_____
Course Prefix	Course Number	Credit Hours

_____	_____	_____
Advisor's Name	Advisor's Signature	Date

_____	_____	_____
Evaluating Department Chair Name	Evaluating Department Chair Signature	Date

I give my consent to an assessment of prior learning for the student and course listed above.

### Fee Payment

The student must submit the non-refundable payment to the Office of the Registrar before the assessment can begin. The fee is calculated based on 25% of the normal fee structure in effect at the time of request.

_____	_____
Amount Paid	Personnel Taking Payment

### Assessment

_____	_____	
Assessment Completion Date	Satisfactory score/credit should be awarded?	
_____	_____	_____
Evaluator Name	Evaluator's Signature	Date
_____	_____	_____
Evaluating Department Chair	Evaluating Department Chair's Signature	Date
_____	_____	_____
Evaluating Department Academic Dean	Evaluating Department Academic Dean's Signature	Date

The academic dean's office is responsible for delivering the completed form with the assessed documentation to the Office of the Registrar. OR processing will not occur unless all required signatures are present and the appropriate proof of payment stamp is affixed.

### OFFICE USE ONLY

_____	_____
Received By	Date

_____	_____
Processed By	Date

## **Indiana State University**

### **Procedures for Prior Learning Assessment and Credit by Exam**

- Student confers with academic advisor and assessing department.
- If warranted, student downloads and completes their portion of the assessment of prior learning form. Student's signature and university ID number must be included.
- Student emails scanned copy of form and documents to be assessed by advisor.
- Advisor forwards copy of student's email with form and any other attachments to evaluating department chair for signature.
- Evaluating department chair will also add name of evaluator to form and then send to Office of the Registrar for payment collection.
- Office of the Registrar contacts the student and takes payment. All necessary forms and attachments are then sent to the evaluator.
- Evaluators will complete the following
  - Complete assessment
  - Fill out date of completion and if credit should be awarded
  - Sign
  - Scan form to evaluating department chair
  - Notify student of results of assessment/exam
- Evaluating department chair will sign and forward to academic dean
- Academic dean will sign and forward all documentation to the Office of the Registrar
- Office of the Registrar will post credit, if recommended by the evaluator, and scan into permanent record.