

**Credit for Prior Learning
Request Form**

Instructions to Student:

To receive credit for previous training and/or experience, the requested credits must be applicable and required for the degree you are seeking at Tusculum University. You should consult your advisor if you have questions on whether the requested credits can be applied to your degree. Please ensure you have read and complied with the following steps:

- 1) You have read and understand the information at on the Tusculum University credit for prior learning webpage concerning requests for prior learning credit,
- 2) You have reviewed the course description in the catalog located at _____.

STUDENT INFORMATION

Full Name: _____ Student ID #: _____

Address: _____ City: _____ State: _____ Zip: _____

Email Address: _____ Degree/Program: AA, AS, BA, BS, MA, MS, MBA
(circle one)

CREDITS BEING REQUESTED (Use separate form for each course)

| Course | Course Name |
|--------|-------------|
| | |

I acknowledge the information provided in this application for prior learning credit as well as the evidence and justification attached to this request are true and accurate.

Student Signature: _____ Date: _____

| Business Office (to be completed by the Business Office) | | |
|---|------------|--------------|
| Prior learning fee: | Date Paid: | Received by: |

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Once the Business Office has signed above, the student submits the request in the following manner

APPROVAL DECISION

- () The request for credit has been approved.
- () The request for credit is denied. The justification and evidence presented does not fulfill the minimum requirements to award credits for the class request.
- () The request is being returned to the student for additional justification and evidence before a decision is made.

Department Chair: _____ Date: _____

College Dean: _____ Date: _____

JUSTIFICATION AND EVIDENCE TO SUPPORT PRIOR LEARNING CREDIT

By completing this form, the student acknowledges that it is their responsibility to ensure that the justification and evidence provided is sufficient to support award of the credits requested.

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|--|
| Course/Course Name: |
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