

Credit for Prior Learning Application

Section One *(Completed by student)*

Credit for prior learning is credit granted to a student by MSUM for learning that has taken place prior to admission to MSUM. Typically, this learning takes place because of job or volunteer experience. Credit is granted when sufficient documentation of this learning is presented and evaluated as college level learning. Students who have been admitted to a degree program at MSUM and completed a minimum of 16 graded credits with a GPA of 2.0 or better (satisfactory academic standing) are eligible to apply. Credit for prior learning is not granted for graduate credits.

Students who wish to obtain credit for prior learning should make an appointment with the faculty evaluator (who evaluates the subject matter the student wishes to pursue credit for) and bring preliminary, or sample, validation to that meeting. This validation is evidence of learning that is not in the form of a finished portfolio and therefore can be completed more quickly but yet enough for the faculty evaluator to determine the credit a student is eligible to earn.

Name (Last, First, Middle)

Dragon ID/Star ID

Email

Phone

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Student Signature

Date

<input type="text"/>	<input type="text"/>
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*Student will be responsible for completing this section and bringing form to faculty evaluator to complete section two.

Section Two *(Completed by Faculty Evaluator)*

Faculty Evaluator

Office Phone Number

Email

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Department

Course Rubric/Course #

Credits

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Faculty Evaluator Signature

Date

<input type="text"/>	<input type="text"/>
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*After obtaining verification and signature, student will be responsible for bringing form to Registrar's Office.

Section Three (Completed by Registrar)

Eligibility Verified (16 credits earned with a 2.0 GPA)

Registrar Staff Signature

Date

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*After obtaining verification and signature, student will be responsible for bringing form and payment to Business Services Office.

Section Four (Completed by Business Services Office)

A \$35.00 fee per credit is required. You may pay by check or credit card. Make checks payable to Minnesota State University Moorhead

Business Services Staff Signature or Stamp

Date

*After obtaining signature and making payment, student will be responsible for bringing form to Faculty Evaluator.

Section Five (Completed by Faculty Evaluator)

Evaluation

As Faculty Evaluator, I approve an award of:

Credits (enter #) _____

No credit awarded _____

Faculty Evaluator's Signature: _____ Date: _____

*Faculty Evaluator will be responsible for sending form to department chair and dean for signatures.

Section Six (Approval Signatures)

Department Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

*After obtaining signatures, the Dean will forward to the Registrar's Office.

Contact Information:

Minnesota State University Moorhead
Registrar's Office | Owens Hall 210
1104 7th Ave S
Moorhead MN 56563
Phone: 218.477.2565
Fax: 218.477.2941
Email: Registrar@mnstate.edu