

Credit for Prior Learning Application

Step 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 graduate or undergraduate degree program at MSUM may apply for credit for prior learning.

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. The faculty evaluator will determine which course(s) the credit for prior learning will count towards here at MSUM, and the credit will be listed on the student transcript. Credit for prior learning policy can be found at <https://www.mnstate.edu/about/policies-procedures/list/prior-learning-credit/>.

Name (Last, First, Middle)

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Dragon ID/Star ID

Email

Phone

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Student Signature

Date

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*Student will be responsible for completing this section and bringing form to faculty evaluator to complete step two.

Step Two *(Completed by Faculty Evaluator)*

Faculty Evaluator

Department

Email

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Course Rubric/Course #

Credits

Faculty Evaluator Signature

Date

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*After obtaining verification and signature, student will be responsible for bringing form to Registrar's Office.

Step Three (Completed by Registrar)

Eligibility Verified (Check degree-seeking status and admit term)

Registrar Staff Signature	Date	Student Admit Term

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

Step 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	Total Amount Charged

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

Step Five (Completed by Faculty Evaluator)

Evaluation

As Faculty Evaluator, I approve an award of the following:

Course Rubric/Course #	Credits	Semester	Grade (A-F or P-F)

Faculty Evaluator's Signature: _____ Date: _____

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

Step Six (Approval Signatures)

Department Chair Signature: _____ Date: _____

Dean Signature: _____ Date: _____

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

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