



**Indiana State
University**

Request for
**Departmental Assessment of
Prior Learning**

1. Student Responsibility Statement and Course Info

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.

Student Name:

University ID Number:

Student's University Email Address:

Student's Phone:

Course Prefix:

Course Number:

Credit Hours:

Degree Program:

Departmental Chair's Name:

Student signature:

Date:

Academic Advisor Signature:

Date:

2. Consent of Evaluating Department Chair

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

Evaluating Department Chair Signature :

Date:

3. Fee Payment - The student must submit the non-refundable payment* to Extended Learning (Tirey Hall 134J) before the assessment can begin. The fee is calculated based on 25% of the normal fee structure in effect at the time of the request.

Extended Learning Stamp

Amount Paid:

Check/Receipt Number:

Initials:

4. To be Completed after Assessment

Assessment Completion Date:

Satisfactory score/credit should be awarded? Yes No

Evaluator Name:

Evaluator Signature:

Date:

5. Student Notification

The evaluator is responsible for notifying the student and the student's department chair of the outcome of the assessment.

6. Final Signatures

Evaluating Department Chair Signature:

Date:

Evaluating Department Academic Dean Signature:

Date:

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

ON-CAMPUS STUDENTS

PROCEDURES FOR PRIOR LEARNING ASSESSMENT AND CREDIT BY EXAM

Some departments allow for award of credit for prior learning through portfolio/credential assessment or departmental challenge examination. In either case the student is charged a fee for the assessment process. This fee is due before the assessment is performed and required whether or not credit is granted.

Before undertaking the submission of credit for prior learning the student is advised to confer with his or her advisor as well as the chairperson of the department that will make the assessment to ensure credit will be considered. Students are urged to have a clear understanding of the process and expectations of the assessing department before the non-refundable fee is paid.

Credit for prior learning/credit by exam process:

1. Student confers with academic advisor and assessing department.
2. If warranted, student completes credit by portfolio/credential assessment or credit by examination form, as appropriate, and obtains the signature of the evaluating department chair.
3. Student brings payment of fee (credit card or check) and the form to Extended Learning, Tirey Hall 134J.
 - a. Extended Learning takes the payment, stamps the form and scans copy to the reviewing department, student, and ORR's generic account.
 - b. Extended Learning takes a copy of the form and the payment to the Controller's Office where the charges and payment are posted to the student's account.
4. Once the fee is paid, the student:
 - a. delivers the original form with proof of payment stamp and required documentation to the department conducting the evaluation
 - or
 - b. makes arrangements to take the exam with the assessing department.
5. The evaluating department notifies the student, and the student's program chair of the outcome.
6. The evaluator, academic advisor, evaluating department chair and evaluating academic dean sign the form.
7. The evaluating dean's office forwards the signed form and copies of any documentation or examination used for the assessment to ORR for imaging.
8. ORR posts the credit, if recommended by the evaluator. ORR processing will not occur unless all required signatures are present and the appropriate proof of payment stamp has been affixed to the form.

OFF-CAMPUS STUDENTS

PROCEDURES FOR PRIOR LEARNING ASSESSMENT AND CREDIT BY EXAM

1. Student confers with academic advisor and assessing department.
2. If warranted, student downloads and completes Section 1 of the assessment of prior learning form or credit by examination form, as appropriate. Student's signature and university ID number must be included.
3. Student emails scanned copy of form and documents to be assessed to advisor.*
4. Advisor forwards copy of student's email with form and any other attachments to evaluating department chair with cc to indianastateonline@indstate.edu. Advisor includes name of evaluator in body of email
5. Evaluating department chair
 - a. forwards advisor's email with form and attachments to IndianaStateOnline@indstate.edu*
 - b. states in email that he/she consents to an assessment of prior learning for student and course listed on the form and includes the name of the evaluator in body of email
6. Extended Learning contacts the student and takes payment. Extended Learning stamps the form, processes the payment, and forwards email string, form and attachments to the evaluator with a cc to isu-orr@mail.indstate.edu and student*
7. The evaluator
 - a. prints form,
 - b. completes section 4,
 - c. scans form and emails it with all assessed documents/tests to evaluating department chair*
 - d. notifies student and student's department chair of the results of the assessment/exam
8. Evaluating department chair forwards evaluator's email, form and assessed documentation to evaluating department dean's office for signature*
9. Evaluating department's dean's office
 - a. forwards email, form, and assessed documentation/test to isu-orr@mail.instate.edu with statement that the dean supports the decision of the evaluator and evaluator's department chair*
10. ORR posts the credit, if recommended by the evaluator, and scans into permanent record. ORR processing will not occur unless
 - a. emails from all required signatories are in email string and the emails from the evaluator's department chair and dean indicate they support the decision of the evaluator, and
 - b. the appropriate proof of payment stamp has been affixed to the form

*If documentation/portfolio was mailed, documents must be hand-delivered to person in next step the day the email and request form is forwarded.