



Office of the Registrar

Phone: (812) 237-2020

Email: registrar@indstate.edu

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

_____	_____	_____	Department Exam	Portfolio Assessment
Course Prefix	Course Number	Credit Hours		
_____	_____	_____	_____	_____
Advisor's Name	Advisor's Signature	Date		

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

Assessment

_____	_____	
Assessment Completion Date	Satisfactory score/credit should be awarded?	
_____	_____	_____
Evaluator Name	Evaluator'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.

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

OFFICE USE ONLY

_____	_____	_____	_____
Received By	Date	Processed By	Date

Procedures for Prior Learning and Credit by Exam

1. Initial Consultation & Form Completion

- Student meets with their **academic advisor** to discuss eligibility.
- Student completes the **Personal Information Section** of the *Assessment of Prior Learning Form*, including:
 - University ID
 - Signature

2. Submission of Form and Documents

- Student emails the completed form and all supporting documentation to their **academic advisor**.
- The advisor completes the **Course Information Section**.

3. Departmental Assessment

- The **academic advisor** forwards the completed form and attachments to the **Evaluator**.
- The **Evaluator**:
 - Reviews the materials and/or conducts the exam.
 - Notifies the **student** of the outcome.
 - Signs the assessment.
 - Forwards the signed form to the **College Academic Dean**.

4. Dean's Review

- The **College Academic Dean** signs the form and forwards all documentation to the **Office of the Registrar**.

5. Registrar Processing

- The **Office of the Registrar**:
 - Collects the **required fee** from the student.
 - Note: Domestic debit and credit card payments incur a 3.0% service fee. International card payments incur a 4.25% fee. Indiana State University does not receive any portion of these fees.
 - Posts **credit** to the student's record **after payment is made**.
 - Scans the finalized documents into the student's **permanent academic record**.