



# 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

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.
  - Posts **credit** to the student's record **after payment is made**.
  - Scans the finalized documents into the student's **permanent academic record**.