



REQUEST CREDIT FOR PRIOR LEARNING

INSTRUCTIONS: Current students may be eligible to be awarded college credit for learning gained outside a traditional academic environment. Visit <https://osuokc.edu/academics/prior-learning-credit> to view the comprehensive list of OSU-OKC's credit for prior learning opportunities and submit this completed form with supporting documentation attached to the Registrar's Office. If a request is made for credit not on the website, the form will be routed to faculty for evaluation and approved requests will be returned to the Registrar's Office for processing. If approved, appropriate credit with a GPA-neutral passing grade (CBE-P) will be awarded to the official transcript after the student has earned a minimum of 6 credit hours in residence at OSU-OKC. If approved before 6 hours are earned at OSU-OKC, the potential credit will be listed on the transcript as unearned with a temporary CBE-N (not reported) grade, then changed to CBE-P (passing) after 6 hours have been earned at OSU-OKC. The Registrar's Office will notify Business Services of applicable fees to charge as indicated below.

1. STUDENT INFORMATION:

Last Name: _____ First Name: _____ Student ID: _____
Email: _____ Phone Number: _____

2. REQUESTED PRIOR LEARNING CREDIT TYPE (SELECT ONE):

- ☐ ACE Credit
- ☐ Advanced Standing (Department) Exam
- ☐ AP (Advanced Placement) Exam
- ☐ CLEP Exam
- ☐ DANTES Subject Standardized Test
- ☐ International Baccalaureate (IB) Exam
- ☐ Industry Credential*
- ☐ Military Service
- ☐ Oklahoma Career Tech Transfer Courses or Credential-to-Credit Pathway
- ☐ Portfolio*
- ☐ Other (Explain) _____

*A \$5.00 per credit hour fee is charged to the student's account for these types of credit prior to evaluation.

3. SUPPORTING DOCUMENTATION & STUDENT SIGNATURE

☐ I have attached documentation verifying my qualifications to earn credit for prior learning at OSU-Oklahoma City.

By signing below, I certify that I understand requesting credit for prior learning does not guarantee that it will be approved. I also understand that I will not earn credit hours for prior learning until after I have earned at least 6 hours of course credit in regular classes offered at OSU-Oklahoma City.

Student Signature _____ Date: _____

FACULTY/SCHOOL/REGISTRAR USE ONLY

- ☐ **APPROVED:** The student has submitted documentation demonstrating knowledge that meets the documented learning objectives for the course(s) listed below at the same level as a student who has earned credit for the course in the classroom.
- ☐ **DENIED:** The student does not meet the minimum standards to be awarded credit for prior learning.

[illegible]

ATTACH DOCUMENTATION OF EXAMINATION OR AGREEMENT SUPPORTING APPROVED CREDIT

SIGNATURES

Faculty/Department

Date

Dean or Vice President

Date

Registrar

Date _____

REGISTRAR OFFICE USE ONLY:

Processed By: _____ Fees: _____ Date: _____