REQUEST FOR TRANSFER CREDIT OR ASSESSMENT OF PRIOR LEARNING (APL)

Instructions:
- Please attach an official transcript from each institution, official score reports, or prior learning portfolio.
- Review the transfer credit policy in the Student Handbook.
- Submit to the Office of Academic & Student Support Services and allow two to three weeks for the request to be processed.

STUDENT INFORMATION

Student name: ____________________________________________

First (Given name)   Middle   Last (Family name)

Mailing address: ____________________________________________

Street   City   State   Zip code

Primary telephone number: ______________ Email address: ________________________________

Student ID: 000-________________ Current Degree and Major: _____________________________

Transfer Credit

Name of institution, college-level proficiency examination (e.g., CLEP, AP, PEP, DANTES, Challenge exams), or Modern Language Proficiency Exam

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<thead>
<tr>
<th>Name of institution</th>
<th>Month and year of attendance or completion</th>
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OR

Assessment Prior Learning (APL)

Course for which you are petitioning for prior learning credit

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<th>Course for which you are petitioning for prior learning credit</th>
<th>Faculty supervisor of APL</th>
<th>Date of completion</th>
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Student signature: __________________ Date: __________

FOR OFFICE USE ONLY:

Date assigned: __________________ Assigned to: __________________

Signature: __________________ Date complete: ________________ Petition: ☐ Accepted ☐ Denied

Comments: