This cover page includes instructions about where and how to turn in your form. If you are submitting a form that contains personally identifiable information (i.e. name, student ID number, date of birth), we encourage you to **submit the completed form by mail or in person.**

BY MAIL TO:
UMD One Stop Student Services
1117 University Drive, 23 SCC
Duluth MN 55812

IN PERSON ON CAMPUS TO:
One Stop Student Services
23 Solon Campus Center

If you choose to submit the completed form by email, for your security we prefer to receive this form via your **UMD email address (xxxxxxxx@d.umn.edu)**. Forms can be sent to umdhelp@d.umn.edu.

To learn more about what might be personally identifiable information, visit studentprivacy.ed.gov.

No need to print this cover page.

UNIVERSITY OF MINNESOTA DULUTH

CREDIT FOR PRIOR LEARNING REQUEST

Requirements and restrictions

Any request for prior learning assessment must be made within one year of matriculation or completion of the experience(s) in question. If academic credit is assigned, students must pay the UMD-approved credit by examination fee. See Credit for Prior Learning Policy for further details and restrictions. This form must accompany the documentation you are providing (ex. portfolio) for faculty evaluation.

Procedure

Student Steps:

1) Meet with your Academic Advisor to discuss Credit for Prior Learning.
2) Complete a Credit for Prior Learning Request form for each experience/course you are seeking credit for.
3) Prepare **three (3)** copies of the necessary materials for your review to take place. (see next page)
4) Submit completed form and required materials to One Stop Student Services.

Advisors: Verify necessary materials and initial back of this form.

Departmental Evaluators: Upon evaluation of materials, please return all items to the Office of the Registrar, 139 Darland Administration Building.

For Office Processing Only		
Payment Verified: ☐ Yes ☐ No		
Refund issued: ☐ Yes ☐ No		
Staff Initials	Date	

STEP 1. Student Request

Last name–type or print neatly in ink	First

Student ID number	UMD College	U of M e-mail @d.umn.edu	Phone (include area code)

STEP 2. Type of Request

☐ Classroom-based Portfolio Assessment ☐ Experience-based Portfolio Assessment

STEP 3. Type of Credit Requested

Equivalent UMD Course

Department	Course Number	Course Name	Number of Credits

Department Elective Credit

Department	Elective Level	Number of Credits

Course Waiver

Department	Course Number	Course Name	Number of Credits (optional)

Liberal Education Credit or Waiver

I. Language and Reasoning Skills	II. Knowledge Domains	III. Key Topics	Number of Credits
☐ Writing and Information Literacy ☐ Oral Communication and Languages ☐ Logic and Quantitative Reasoning	☐ Natural Sciences ☐ Natural Sciences Lab ☐ Social Sciences ☐ Humanities ☐ Fine Arts	Global Perspectives ☐ Yes ☐ No Cultural Diversity in the U.S. ☐ Yes ☐ No Sustainability ☐ Yes ☐ No	(optional)

STEP 4. Submission of Documentation

See below for details regarding required submission documents. Please submit the **two (2)** necessary copies, and retain **one (1)** for your records.

Student Signature _____ Date _____

To request copies of this form in an alternative format: 218-726-8000. UMD is an equal opportunity employer and educator.

UNIVERSITY OF MINNESOTA DULUTH

Credit for Prior Learning Request
Supporting Documentation
Request for Review of Classroom-based Portfolio Assessment

If asking that a classroom-based portfolio assessment be evaluated, please submit **two (2)** non-returnable copies and keep **one (1)** for your records, of the following:
- Cover Sheet
- Table of Contents
- Introduction
  - Briefly give a summary of the experience presented in the portfolio.
  - Please provide an explanation of how you see this experience integrating into your UMD education.
- Supporting Materials
  - Syllabus, learning objectives, American Council on Education reviews, textbooks, images, etc.
- Narrative
  - Personal interpretation of the ways that this classroom-based experience meets or exceeds the following college-level objectives of:
    - Equivalent UMD course you are requesting credit for/waiver of
    - Department-specific elective credit (+ number of credits desired)
    - UMD Liberal Education Program Requirement Category
  - Provide a reflective summary of the ways in which this classroom experience supports your personal learning. What are the specific points that you did, or will, take from this course? Illustrate examples of the learning that occurred.

Students who are seeking pre-approval of classroom-based experiences are required to also submit an additional, final reflection upon completion. This is necessary to demonstrate that learning has occurred. While curriculum can be pre-reviewed, credit is awarded solely on demonstration of learning.

Request for Review of Experience-based Portfolio Assessment

If asking that a experience-based portfolio assessment be evaluated, please submit **two (2)** non-returnable copies and keep **one (1)** for your records, of the following:
- Cover Sheet
- Table of Contents
- Introduction
  - Briefly give a summary of the experience presented in the portfolio.
  - Please provide an explanation of how you see this experience integrating into your UMD education.
- Supporting Materials
  - Work from previous employment, demonstrated via professional recommendations or verifications, performance evaluations, awards or commendations, training materials, job descriptions, resumes, licenses, work and/or writing samples, brochures or pictures, and any other relevant items.
- Narrative
  - Personal interpretation of the ways that this non-traditional classroom experience meets or exceeds the following college-level objectives of:
    - Equivalent UMD course you are requesting credit for/waiver of.
    - Department-specific elective credit (+ number of credits desired)
    - UMD Liberal Education Program Requirement Category
  - In your narrative, provide specific examples of the knowledge you gained throughout this experience, and your practical application of the knowledge both in theory and practice. Explain the ways you have been able to synthesize this knowledge into your UMD career.
  - Provide a reflective summary of the ways in which this experience supports your personal learning. What are specific take-aways from this experience? Illustrate examples of what you learned.

STEP 5. Office of the Registrar Use Only (Verify Enrollment)

Student is registered for _____ credits for ☐ Fall 20____ ☐ Spring 20____ ☐ Summer 20____

1) Matriculation Date_____ 2) Enrollment Verification ☐ 3) Request meets CPL time guidelines ☐

4) Signature _____ Date_____

STEP 6. Required Initials & Date

Advisor_____ Office of the Registrar_____ Faculty Reviewer_____ AVCAA_____