



Office of the Registrar
Warren Hall

Request for Credit for Licensure or Certification

Matriculated students may earn credit based on previous experience for courses required in their program of study when faculty identify external, non-degree credentials (e.g., LPN licensure) which satisfy the course’s approved student learning outcomes. To initiate the process, the student must complete this form and bring it to the appropriate Division Chairperson’s office. You must also bring your original certificate or license in to be copied; no credit will be granted unless an original document is provided. Please do not mail any original documents. You will be contacted should we require any further documentation or information. The College reserves the right to remove awarded credit if the student displays insufficient knowledge while enrolled in subsequent sequential coursework.

Please complete:

Name: _____ Banner Student ID#: _____

Address: _____ Telephone: _____

Course(s) for which credit is requested: _____

COURSE	TITLE
COURSE	TITLE

What type of documentation are you providing for credit evaluation? _____

What degree program are you currently enrolled in? _____

I certify that I am a matriculated student and have legitimately earned the above credential.

Student Signature Date

I have evaluated the submitted credentials and recommend credit be awarded.

Division Chair Signature Date

Return all materials to the Registrar’s Office.

FOR REGISTRAR’S OFFICE USE ONLY	
Decision of the Registrar:	<input type="checkbox"/> No Credit <input type="checkbox"/> Credit Awarded _____
Comments: _____	
Registrar Signature: _____	Date: _____
	Date Processed: _____
	Copy to Student: _____
	Initials: _____