

**CREDIT FOR PRIOR LEARNING
DEPARTMENT CREDIT BY EVALUATION**

Credit by Evaluation is the process of determining academic credit through the knowledge gained through work experience, technical or vocational training, or other learning experience.

Appropriate work experience in which previous knowledge is equivalent to GateWay courses will be evaluated and credit will be given when approved by the program Director, Division Chairperson and Vice President of Academic Affairs.

STUDENT INFORMATION		
Student Name:	Student ID#:	
Mailing Address:		
City:	State:	Zip:
Email Address:	Phone Number:	

Department Credit by Evaluation Policy:

- Credit awarded through Department Credit by Evaluation does not count as hours in residence for graduation requirements
- No more than 20 semester credit hours may be applied to AGECE
- Students may be awarded no more than 45 credit hours, unless required by specific program
- Students may not request the evaluation of a course a second time
- Students may not request the evaluation to establish credit in a previously completed course
- Student may not request the evaluation to establish credit for a lower level of a course in which credit has been received
- Credit by Evaluation is not graded and therefore does not compute in the grade point average
- Credit by Evaluation is transferable to other MCCCDC colleges but not necessarily to other colleges/universities

STEP 1: DIVISION REVIEW AND DECISION

The above student has presented documents that support and demonstrate all competencies satisfied for the class(es) listed below.

Subject Code	Course Title	Sem Credits
Course:		
Justification:		

Program Director/Evaluator: _____ Date: _____ Approve Deny

Division Chair or Designee: _____ Date: _____ Approve Deny

VPAA or Designee: _____ Date: _____ Approve Deny

STEP 2: CASHIER OFFICE – PAY APPROPRIATE FEE

Fee: \$	Paid Date:
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STEP 3: RETURN FORM TO RECORDS OFFICE FOR REVIEW AND POSTING

FOR GWCC A&R OFFICE USE ONLY		
Credits Posted:	Signature:	Date:
Credits not Posted:	Signature:	Date: