



## Credit By Evaluation Request

Fee: \$50.00 per Credit

DATE: \_\_\_\_\_

### STUDENT CHECKLIST

- Review the course description and course competencies (request a copy from your advisor)
- Confirm with the instructor that Credit by Evaluation is an option for the course
- Determine with the instructor the method of Credit by Evaluation
  - Instructor assessed exam
  - Instructor assessed portfolio review
  - Instructor assessed competency demonstration
- Contact your campus bookstore and pay the Credit by Evaluation fee
  - Online students should call 888.696.7282 and ask for the Moorhead campus bookstore (218.299.6570) to make payment
- Present this completed form and your receipt to the instructor when meeting for the evaluation
  - Online students: Moorhead bookstore staff will inform your instructor via email that payment has been made. The student is still responsible for sending this completed form to the instructor prior to the evaluation

### FACULTY CHECKLIST

- Verify payment has been made by checking the student's receipt
  - Confirmation of payment for online students will be provided by the Moorhead campus bookstore via email
- Administer the exam, review the portfolio, or assess the competency demonstration
  - To administer an exam via D2L, contact your campus academic assistant
- Record grade on this form
  - CR if student meets the requirements
  - NC if student DOES NOT meet the requirements
- Submit one copy of this completed form to your campus academic assistant

Student Name:

Program/Major:

Student ID#:

Course Subject/Number:

Course Title:

Credits:

Instructor Administering Evaluation:

Grade:

### Important Information for Students:

1. If you need this course for the current semester
  - a. And successfully earn credit by evaluation in a class for which you are currently registered, you must still withdraw from the registered class. Earning credit through this process does not automatically remove the registered course
  - b. And are unsuccessful in earning credit via this method, you will need to register for the class
  - c. This process must take place within the drop/add deadline
2. Students may not earn credit through credit by evaluation for a course previously attempted at Minnesota State Community and Technical College
3. Earning credit by evaluation does not ensure transferability to another educational institution

- For office use only -

Academic Administrative Assistant:

Course ID:

Associate Registrar:

Date Processed:

[www.minnesota.edu](http://www.minnesota.edu)