

CREDIT FOR PRIOR LEARNING COURSE EQUIVALENCY REQUEST

This form may be initiated by faculty (program coordinator, etc.) to request the creation of course credit equivalencies for a specific credential or exam report. These equivalencies will be available for any qualified admitted student who presents valid evidence of this learning. THIS FORM IS NOT USED FOR INDIVIDUAL STUDENT CREDIT REQUESTS.

FACULTY: Please fill in information, gather necessary documentation, and send to Department Chair.

CREDENTIAL OR EXAM THAT WILL BE SUBMITTED BY STUDENT (attach example copy if available)

REQUIREMENTS THAT REGISTRAR MUST VERIFY ON THE DOCUMENTATION

Minimum Grade / Score / Level of achievement: _____

Training/exam or certificate issue date limits : _____

(examples: completed within last 5 years, no more than 2 years old, does not expire)

CREDIT TO BE AWARDED FOR THESE COURSES:

| Subject | Course# | Description | Credits |
|----------------|----------------|--------------------|----------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

PLEASE NOTE: IF ANY OF THE COURSES LISTED ABOVE ARE OFFERED BY DEPARTMENTS OTHER THAN YOUR OWN, YOU MUST INCLUDE DOCUMENTATION (EMAIL) FROM THE CHAIR OF THE OTHER DEPARTMENT(S) WHICH CLEARLY STATES THAT THEIR DEPARMTENT GIVES APPROVAL FOR THE REQUESTED COURSE EQUIVALENCY.

Comments: _____

Requested by:

Faculty Name: _____ Program/Department: _____

Approved by:

Department Chair: _____ Date of faculty approval vote: _____

Department Chair: Please email to GSAL office at AdultLearning@millersville.edu for final approvals and processing.

Final Approvals:

College Dean

Graduate Dean (graduate credit requests only)

Signature/Date: _____

Signature/Date: _____

PROCESSING:

GSAL office received documentation, showing approval from all involved departments: _____

REGISTRAR created equivalencies: _____

NOTES:

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Faculty member requesting a new credit for prior learning equivalency:

- Fill out all Information in the first section
 - o Title of the exam or training certificate that student will present as proof of training.
 - o Level of achievement that must be shown on student's documentation (minimum score, letter grade, etc.)
 - o Date limitations – will we only consider these trainings if completed within the last 3 years, or will there be an expiration date listed, etc.?
 - o List the subject, course number, description, and number of credits for each course equivalency requested.
- Add any comments, and enter your name and the name of your program or department.
- If you are requesting credit equivalency for courses which are housed in a different academic department, you must secure approval of the other department(s):
 - o Email department chair of the department which offers that course, requesting their approval.
 - o Explain how the proposed credential or training appears to meet the learning objectives of their course.
 - o Provide estimate of how many students per year you expect will request this equivalency.
 - o Optional - provide crosswalk info from a recognized credit equivalency resource:
 - [American Council on Education](#) (ACE)
 - [Council for Adult and Experiential Learning](#) (CAEL)
 - [National College Credit Recommendation Services](#) (NCCRS)
- Forward form and documentation* to your department chair.

Department chair:

- Review all materials, and follow departmental procedure to call for a faculty vote.
- Date of faculty approval will be recorded on this form by the Chair.
- Chair will forward this form and documentation to the Office of Graduate Studies and Adult Learning (GSAL) (email: AdultLearning@millersville.edu)

GSAL

- Review all documentation for completeness,
- Send for approval of the Dean of the College requesting this equivalency; if request includes graduate coursework, will also route to the Dean of Graduate Studies.
- Once approved by the Dean(s), GSAL will send the form and copy of the credential example (if available) to the Registrar
- Upload all documentation into OnBase.

Registrar

- Create the equivalency in Banner
- Notify GSAL that the equivalency has been set up.

*Documentation may include:

- A copy of the training form or score report for reference.
- Approval emails from other department(s) for courses outside of your own department.
- Cross-walk info from recognized credit equivalency sources.