Office of the Registrar

# Credit for Prior Learning Request Form

**Steps to complete:**

1. Complete this form with your Academic Advisor.
2. Collect all relevant documents for review.
3. Please email the completed form along with all relevant documents to **transfercredit@arizona.edu**

Student ID: _____

Student Last Name: _____ Student First Name: _____

College: _____

Major: _____ Minor: _____

In the spaces below, list the prior learning experience for which you are requesting credit.

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|---|
| |

***Section below to be completed by Academic Advisor Only***

Please indicate the number of elective credit units the student may complete with credit for prior learning (up to 6 units): _____

Academic Advisor Approval: _____ Date: _____

*Please allow 2 to 4 weeks for review by department faculty*. You will be notified of the evaluation decision by official University of Arizona email. Completion of this form does not guarantee approval of credit. Per policy, only 6 units (lower division, general elective) may be used toward a bachelor's degree. If you have already been awarded credit for prior learning, you may not be eligible for additional credit.

**For Transfer Credit Evaluation use only**

**Materials submitted by student:**

- ☐ Content
- ☐ Learning Objectives
- ☐ Assessment/evaluation methods
- ☐ Schedule of Topics covered, including number of hours per topic
- ☐ Breakdown of hours for content
- ☐ Complete list of textbooks, readings, etc.
- ☐ Document verifying completion of program/certificate

Evaluation Decision

Number of units: Approved for Credit Not Approved for Credit Max credit limit reached