Request for Credit through Examination and/or Non-traditional Experience

Please fill out completely, print, obtain signature(s) and return to the Office of the Registrar.

Section I:

Location: (check one)  □ San Antonio  □ Houston  □ Rio Grande Valley  Date: _________________

Name: ____________________________  Student ID #: ________________________

Last  First  M.  Address:  ___________________________________________________________

Street  City  State  Zip  Home Phone: (______) ___________________________  Cell/Work Phone: (______) ___________________________

Have you ever attended OLLU? (check one)

□ Yes. Please give date of last attendance  □ No. Please refer to item #1 below

___________________________  ___________________________  ___________________________
(Year/Term)  ___________________________  ___________________________

Type of Credit Sought:

Content or Course Description/Title  ___________________________  ___________________________

Semester Hours Seeking

Are you seeking Upper Level (Junior/Senior) Credit? (check one)  □ Yes  □ No

Section II: Credit Request through (check all that apply)

□ External Validation (check one)

-modal Subject  □ CLEP  □ Other: _______________________________________________________

What semester do you plan on taking this test? (enter year and circle term) __________________
Fall  Summer  Spring

If planning to take the clep examination, have you taken this exam before?  □ Yes  □ No

If yes, when? ___________________________

□ OLLU Discipline Examination ($250 per semester hour as of time of examination)

□ Military Evaluation

□ Certified Career Evaluation (Please List):  _____________________________________________

□ Portfolio Evaluation of Life/Work Experience ($250 per semester hour as of application date)

I Understand that:

1. Admission to OLLU and completion of (3) semester hours at OLLU is a prerequisite to granting of credit through examination/non-traditional experience.

2. If charges are involved, payment to Student Accounts must be rendered before credit will be recorded: NOTE: Veterans Administration & Financial Aid will not apply for credit earned through examination/evaluation.

3. Credit will be recorded as “CR” (Credit) which is not computed in the grade point average.

4. After credit is recorded, I cannot request that it be removed from my record or my account adjusted in Student Accounts.

5. Any credits earned through any of the above sources cannot count as OLLU residence credit.

6. CLEP exams may NOT be repeated within three months of test date for same exam.

7. Credit and or Non-traditional experience must be taken one semester prior to graduation.

Student Signature: ___________________________  Advisor’s Signature ___________________________

Registrar Office Use Only

□ Approved  □ Denied  Reason: _______________________________________________________________________________

Registrar Staff Initial’s ___________  Date: _________________

Revised 8/2015
This side is to be completed by the appropriate University Official.

Please note the following:

- If no charges are involved, one copy of this form must be submitted to the Registrar’s Office.
- If charges are involved, two copies of this form must be submitted to the Student Business Office (with student’s reply card attached)

Each entry below must be coded with one of the following:

1= CLEP General (Assessment Center)
2= CLEP Subject (Assessment Center)
3= CEEB (Assessment Center)
4= OLLU Discipline Examination (Assessment Center)
5= Military Evaluation (Military Coordination)
6= Certified Career Credit Evaluation (Assessment Center)
7= Life/Work Experience (Director of Experiential Learning)

Course number must be indicated if content is equivalent to Our Lady of the Lake course.

<table>
<thead>
<tr>
<th>Discipline</th>
<th>Course #</th>
<th>Course Title</th>
<th>Semester Hrs.</th>
<th>Code</th>
<th>$250/Cr Hr</th>
<th>$100</th>
<th>Other</th>
<th>None</th>
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I have reviewed this student’s record and verify that the credit listed above does not duplicate credit which the student has already earned.

__________________________  ___________________________  _____________
Print Name  Signature  Date

For Student Business Office Use

Date Received  ___________________________
Date Payment Made  ___________________________
Date Forwarded to Registrar’s Office  ___________________________

For Registrar Office Use

Date Received  ___________________________
Date Recorded  ___________________________
Date Student and Advisor Notified  ___________________________