



Office of the Registrar • 36600 Schoolcraft Road • Livonia, MI 48150-1176
 (734)432-5400 • Fax (248)479-0585 • registrar@madonna.edu

Prior Learning Credit Evaluation

Student ID#

Office Use:

Name

Amount Charged:

Address

Date/Initial:

City, State, Zip

Hours Earned @ MU:

Email

Credits Processed by:

Evaluation

Faculty Evaluator (please print):

List competencies or basis for which credit is awarded.

Department

Recommendation

Course #

Course Title

Semester
Hours

Grade

Course #1:

Course #2:

Course #3:

Course #4:

Evaluator Signature

Date

Department Chair Signature

Date



To apply for Prior Learning credit, you must have been formally admitted to the university and be enrolled beyond the census date of your first semester.

The Prior Learning Credit Evaluation Process for Students:

1. Obtain the Prior Learning Credit Evaluation form from the Office of Enrollment Services on the Livonia campus, Administration Building, room 2003 or online at www.madonna.edu/resources/registrar/forms.
2. Complete the student information section of one prior learning form for each program or department that will evaluate credits on your behalf.
3. Meet with the faculty advisor or program director for the department issuing the credit.
4. With the assistance of the faculty advisor or program director, you will decide what course content has been mastered, how the knowledge can be documented (letters, certificates, work samples, etc.) and evaluated (portfolio, exam, product, video, observation, certificates, recommendations, etc.).
5. Submit the necessary documentation to the evaluator. The evaluator assumes the responsibility to monitor progress, evaluate the learning, assign the number of semester hours, and sign the Prior Learning Credit Evaluation form. Generally an 'S' (satisfactory) grade is given for prior learning credit.
6. The department chair co-signs the form when the evaluation is completed.
7. Submit the Prior Learning Credit Evaluation Form, documentation, and payment to the enrollment services office. The tuition fee is reduced. There is a service fee for each evaluation form, and a reduced tuition fee. Refer to the current undergraduate catalog for fee information.
8. Prior learning credits are excluded when determining eligibility for financial aid, full or part-time status, Dean's List, Academic Achievement List and proof of U.S. Residency (I-20 verification).

Refer to the current Madonna University undergraduate catalog for additional information on Prior Learning, CLEP, Advanced Placement, DSST, and grading information.