

Student Application for Credit for Prior College-Level Learning

Instructions

Students applying for credit for prior college-level learning must meet the following requirements:

- Student must be degree and/or certificate seeking
- Student must take course placement tests as part of the College admissions process

Part A: To be completed by the Student

1. Complete Part A of the application.
2. Email the application as an attachment to registrar@hfcc.edu.
3. A \$50 non-refundable application fee will be added to your student account.
4. You will be contacted by the Associate Dean from the Division of the college responsible for the course for which you are requesting credit for prior college-level learning. At that time, you will be informed of the options available to you and an additional fees that may apply.

Part B: To be completed by Faculty and/or Associate Dean

1. Contact the student to schedule departmental examination or portfolio review.
2. Inform the student of additional fees associated with the assessment of prior learning credit, if applicable.



Registration and Records

Student Application for Credit for Prior College-Level Learning

Part A

Name: _____ HANK ID Number: _____

Address: _____ Date: _____

City: _____ State _____ Zip code: _____

Phone: _____ Email: _____

Degree and/or Certificate Program: _____

Course for which you are requesting credit from prior college-level learning: _____

Course Prefix: _____ Course Title: _____

For Registrar's Office Use Only

Course is eligible for prior learning credit: Yes No

Application Fee Posted to Student Account: _____ Date: _____

Forwarded to Associate Dean of (Select One): _____ Date: _____

Request processed by: _____ Date: _____



Registration and Records

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Part B

Student contacted by: _____ Date: _____

Departmental Examination

Test Date: _____ Test Result: Passed Failed

Portfolio Review Evaluator: _____

Results of Portfolio Review: _____

Fee Schedule: _____ If other, enter fee amount \$ _____

Number of Credits granted: _____

Approvals

Lead Instructor/Faculty Evaluator: _____ Date: _____

Associate Dean: _____ Date: _____

For Registrar's Office Use Only

Associated fees posted to Student account Amount: \$ _____ Date: _____

Credits posted to student account Number Awarded: _____ Date: _____

Request processed by: _____ Date: _____

Henry Ford College's decision to award credit for prior college-level learning does not obligate any other institution to accept such credits for transfer purposes. Other institutions reserve the right to assess transcripts of incoming students, and many institutions do not accept credits granted for prior college-level learning.