

Credit for Prior Learning Petition for Departmental Exam



Enrolled students who wish to demonstrate learning that is equivalent to a Westmoreland credit course may request to be examined and have their learning evaluated by a Westmoreland subject matter expert. The examination method may be written, oral, skill demonstration, or a combination of all three at the discretion of the examining discipline. Students should submit the following form to the Division Dean for approval.

Process

1. A degree-seeking enrolled student should meet with an advisor/counselor to talk about the process and identify the course(s) on the approved list that the student has demonstrated learning.
2. Student fills out the Approval Form for Departmental Exam and submits the form to the Division Office for the courses requested.
3. The Dean reviews the form and, if approved, signs the form and designates a faculty member to administer the departmental exam.
4. The Dean will notify the student, registrar, and faculty that the request for departmental exam has been approved. Registrar will register the student for the departmental exam. The Student will pay the fee for the exam and notify registration. Once payment has been made, Registrar will notify the faculty member administering the exam that payment has been made and they may proceed with the process.
5. After the student completes the departmental exam, faculty will notify the student and submit the grade to the Registrar. Records will be notified of the results of the assessment of the exam. No letter grades are awarded. The evaluation is limited to a Credit/No Credit option.

Approval Form

Student's Name: _____
Last First MI

Student ID: _____

Student's Email: _____ Student's Telephone #: _____

Program of Study: _____

Requested courses for departmental exam (please use additional form if necessary)

Course Prefix & Number	Course Name	Credits

This portion should be filled out by the Dean approving the departmental exam.

Dean Approval: _____

Approved courses and faculty assignment

Course Prefix & Number	Faculty Name

This portion should be filled out by the Faculty Examiner administering the departmental exam.

Evaluation Results

Pass Fail

Faculty Signature: _____

Date: _____