



Credit for Prior Learning

- Students should contact the appropriate academic department for specific information on obtaining credit for prior learning
- Credit for prior learning will be determined by a departmental evaluation of the type, content and rigor which will be determined by each academic department
- This form should be filled out completely and brought to the academic department
- Once credit is to be awarded, the academic department will forward this form to the Records and Registration Office

Please Print:

Last Name _____ First Name _____

CCM ID # _____ Major _____

I am requesting credit for prior learning through (check one):

Professional and/or Job Related Experiences

Non Collegiate Military Training – Military Transcript is required

Non Collegiate Corporate Training Courses – Training Certificate is required

I am requesting credit for the following CCM course(s):

Course Id	Title	Credits	Approved	Dept.Chair Initials
Ex: BUS 101	Intro to Bus	3		

Student Signature _____ Date _____

Department Approval

If any or all courses were denied approval please state reason: _____

For approved courses, please provide evidence supporting prior learning alignment with current CCM course objectives:

Department Chair Signature _____ Date _____

*****Department Chair please return this form to Records and Registration so credits can be awarded*****

Records and Registration

Rec and Reg Input _____ Date _____