



Request for Award of Credit for Prior Learning: By-Pass

This form is for Matriculated Undergraduate Degree Seeking Students Only

1 Students requesting Credit for Prior Learning must:

- Review the Credit for Prior Learning Handbook available at: www.tri-c.edu/transfer-center
- Documentation of related experience must accompany request form
- Please see page 2 for more detailed instructions

2 Student Completes and Submits to Academic Affairs Office

Name: _____
Last First MI

Tri-C Student ID: _____

Program of Study: _____

Street Address: _____ Apt. Number: _____

City: _____ State: _____ Zip Code: _____

Daytime Phone: () _____ Cell or other phone: () _____

Course Number & Course Name	Credit Hrs.	Reviewing College Faculty/Staff	Credit Recommended
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			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

3 Academic Affairs submits all documentation to Associate Dean/Center of Excellence Dean for Review

Department - Course Number	Credit Hrs.	Associate Dean Signature	Credit Recommended
			<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No

Total Credit Hours Recommended: _____

4 Associate Dean Forwards Form with All Documentation to Campus Academic Dean

Total Credit Hours To Be Awarded _____

Academic Dean Signature _____ Date _____

5 Student Pays Academic Fee at Campus Enrollment Center: (\$50 per course)

For Office Use Only:

Academic Fees Received _____ Date ____/____/____ Amt. \$ _____ Initials _____

6 Enrollment Center Forwards all Materials to Office of the Registrar

Enrollment Center Forwards to Registrar _____ Date ____/____/____ Initials _____

Processed by Office of the Registrar _____ Date ____/____/____ Initials _____

Procedures for the Award of Credit for Prior Learning: By-Pass Credit

All courses requested for By-Pass Credit must be within the student's program. Student must also complete all assessment requirements and processing procedures including payment of fees by the end of the term that the request for Credit for Prior Learning is made.

1. Students must obtain a CPL By-Pass Credit Form from the Academic Affairs Office or [online](#). Students may choose to meet with a counselor, program manager or faculty coordinator for additional assistance.
2. Students submit BYP form and supporting documentation/rationale to the Academic Affairs office for verification and processing. Examples of documentation include, but are not limited to:
 - Postsecondary academic experience: Official transcript (if from non-regionally accredited school).
 - Equivalent work experience: Written description of work experience and letter from employer.
 - Current licensure or certification: Copy of current license or certificate.
 - Portfolio-based information: Determined by academic department.

* The Academic Affairs Office will make copies of the student's supporting documentation and will return originals to student at the time of receipt.
3. The Academic Affairs Office distributes all materials to the associate dean/Center of Excellence dean for next steps. The associate dean/Center of Excellence dean identifies the appropriate faculty coordinator/program manager/program director to review application and supporting documentation and makes a recommendation on courses to review the application and supporting documentation to make a recommendation on credits to be awarded.
4. The dean of Academic Affairs reviews the faculty recommendation and signs off on credit to be awarded. Students will be notified of the decision via their Tri-C email address. If BYP credit is approved, students must pay the appropriate fees (\$50 per course) at the campus Enrollment Center.
5. The Office of the Registrar will notify you via Tri-C email once credit is posted to your academic record.