

# Examination for course credit or evaluation of experiential learning

An examination for course credit may be offered by the department in which the course is offered whenever no CLEP examination is available. Credit for experiential learning may be granted to individuals who submit evidence of learning equivalent to University level courses. Considered evidence may be portfolios, summaries of learning experiences, letters from supervisors and/or other materials. The student must have completed a minimum of six credits at Point Park before an evaluation for experiential learning can be processed. These credits do NOT fulfill the University residency requirement. **The fee for the examination or evaluation is \$75 with an additional fee of \$100 per credit granted.** Students interested in this option must see the chair of the department that the course is offered in to begin the process.

\_\_\_\_\_  
Student Name \_\_\_\_\_  
Student ID Number

\_\_\_\_\_  
Address

\_\_\_\_\_  
Major

For evaluation of experiential learning requests, provide a brief description of materials submitted:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Report of Examination or Evaluation Results:

This  examination  evaluation is for the year \_\_\_\_\_.

***The recorded grade on the transcript for courses which are passed by examination or granted for experiential learning is "P." No record is made of courses for which examinations were failed or evaluations not approved.***

**Term:**

Fall  Spring  Summer

Examination given  Evaluation complete  
 Credit has been granted.  Credit has not been granted for the following courses:

**Fee: \$75**  
Plus credit fees below:

Course Code	Course Title	Credits	
_____	_____	\$100 x _____	= Fee: _____
_____	_____	\$100 x _____	= Fee: _____
_____	_____	\$100 x _____	= Fee: _____
			<b>Total Fee: _____</b>

\_\_\_\_\_  
Student Signature \_\_\_\_\_  
Date

\_\_\_\_\_  
Instructor Giving Examination or Chair of the Evaluation Committee \_\_\_\_\_  
Date

\_\_\_\_\_  
Chair of the Department Giving the Examination or Performing the Evaluation/Director \_\_\_\_\_  
Date

\_\_\_\_\_  
Office of the University Registrar \_\_\_\_\_  
Date

\_\_\_\_\_  
Associate V.P. Academic Affairs \_\_\_\_\_  
Date

**Agreement Terms**  
**READ CAREFULLY:** When you register as a student at Point Park University, you are agreeing to pay all charges on your tuition and fee account when due. You also acknowledge that failure to make a required payment by the stated deadline can result in late payment charges, inability to register for a future term, and/or withholding of a transcript and/or diploma. Further, this debt could be considered an educational loan. By signing this document "under seal," you are aware that collection activities may continue for up to 20 years. This is a nondischargeable debt. In the event of collection procedures or a suit to collect unpaid balances on the student's account, the student will be charged all of the University's costs for collections, including legal fees, not to exceed 50 percent of the entire outstanding balance.