Credit for Prior Learning

Credit by Exam
Language Testing Availability Subject to Change

Portland State UNIVERSITY

Qualification

Have you been formally admitted to PSU?	☐ Yes ☐ No
Are you currently enrolled in, or have completed a course at PSU?	☐ Yes ☐ No
Is the course numbered 100-498, but not 199, 299, 399, 401-410?	☐ Yes ☐ No

If the answers to the above questions are all "Yes", you are eligible to take credit by exam. Do not take the examination if you answered "No" to any of the questions. Credit cannot be granted if records show that you do not qualify. Refer to the PSU Bulletin for the policies and restrictions for Credit for Prior Learning.

Student Information

Student Name

Student ID Number

Course Information

Term/Year	Subject	Course Number	Course Title	Credits

Approval, Fee Payment & Grading Information

A Second Language Proficiency Examination Request form MUST be submitted online

- Determine if the course is eligible for CPL Credit by visiting: www.pdx.edu/registration/credit-prior-learning
- Bring this form to the department chair for approval. *Return completed forms to FMH 315 or scan as a pdf and send to world@pdx.edu*
- Pay the $200 fee at the Cashier's Office in the lobby of Fariborz Maseeh Hall (FMH). *Once both forms are approved, an online payment link will be sent to you from the world@pdx.edu email address*
- Return this form, with PAID stamp from the Cashier's Office, to the department to arrange for the exam. *
- After the exam, the grade is submitted to the Registrar's Office on a Supplementary Grade Report (SGR), along with the completed CPL form. *The examiner and the department take care of this step*
  Note: Credit for Prior Learning is limited to Pass only grading.

*Once payment has been received, an email will be sent with information to schedule an exam

Exam given by (Instructor's Name)

Approved by (Department Chair)

Number of Courses   **Total Fee**

Cashier's Office Proof of Payment Stamp

Course Waiver Information

This process is for Credit by Exam. If you wish to use an exam for placement or to waive a degree requirement, please contact the academic department in which the waiver is sought.

Exam requests are accepted from the first week of classes until Friday of week 6 each term.
Approved exams must be taken by Friday of week 8.