Louisiana Delta Community College
Request for Credit for Prior Learning
Challenge | Credit for Prerequisite Not Taken | Portfolio Assessment

Step 1: Student Information *(to be completed by student)*

First Name	M.I.	Last Name	Delta Student ID Number

Address	City	State	ZIP

( )

Daytime Phone Number   E-mail Address

I request approval to receive prior learning credit for the following course(s):

Student Signature   Date

Students must be currently enrolled at Louisiana Delta Community College to apply for Prior Learning credits.

Step 2: Type of Credit and Courses Requested *(to be completed by student and submitted to appropriate division chair for approval)*

The type of prior learning credit I am requesting is: *(please check one)*

☐ Challenge   ☐ Portfolio Assessment   ☐ MOU Agreement

I am requesting credit for the following semester/year:

Semester (please check one)   ☐ Fall   ☐ Spring   ☐ Summer   Year: _____

Subject/Catalog #	Title	Credits	Faculty (Print Name)	Date	Registrar

DIVISION CHAIR APPROVAL _____ **DATE:** _____

(Print and Sign Name)

Step 3a: Fee Payment *(to be completed by department)*

Type of Credit (please check one)	Fee Per Course	Number of Courses	Total
☐ Challenge – department prepared test	$50	____	$
☐ Challenge – externally prepared test	$20	____	$
☐ Portfolio Assessment/MOU Agreement	No Charge	____	$

Department		Org or Department ID	Acct Code	Amount
				$
				$
Total				

Note: Form to be taken by student to LDCC Bursar's Office for fee payment. **Form to be returned by student to academic department prior to the administration of an exam or submission of a portfolio/MOU assessment.**

Step 3b: Fee Payment *(to be completed by Payment and Disbursement Center if required)*

Amount received: _____ Received by: _____ Date: _____

Step 4: Report of Prior Learning Credit Earned *(to be completed by department and submitted by department to Registrar)*

Subject/ Catalog #	Title	Credits	Grade	Faculty Signature	Date	Department Chair Signature	Date