

About this Form

Students who have earned nationally recognized licensure or certification can submit for assessment of comparable college courses.

Please Note:

- In most cases, credits can only be granted for **current** industry certifications or licensure.
- You will be asked to provide a copy of your current licensure or certification. In some cases, you may be asked to provide a copy of the transcript of the courses or professional development taken to receive the license.
- You must be a currently admitted student seeking a degree or certificate.
- Credits for prior learning will not apply towards satisfying the minimum residency credits required for graduation and are not counted in your cumulative GPA.

Policy Limitations:

- For certificates, at least half of the credit hours applied to the certificate must be earned at Schoolcraft College.
- For associate degrees, the College will accept a maximum of 45 hours of transfer or equivalency/prior learning credit. Students must complete a minimum of 15 credit hours at Schoolcraft College in their program of study to receive the associate degree.
- For bachelor's degrees the College will accept a maximum of 90 hours of transfer or equivalency/prior learning credit. Students must complete a minimum of 30 credit hours at Schoolcraft College in their program of study to receive the bachelor's degree.

Schoolcraft College's decision to award credit for prior college-level learning does not obligate any other institution to accept credits for transfer purposes. Students who plan to transfer to another college or university are advised that other institutions may have restrictions on how they accept Credit for Prior Learning.

Your Next Steps

1. Complete this form.
2. Submit this completed form, along with documentation of your current licensure or industry certification to the Records Office in-person or by email to screcord@schoolcraft.edu. If you're sending via email, please use your Schoolcraft student email account.

Some industry credentials require approval from the appropriate instructional administrator. If applicable, the Record's Office will forward the application and documentation for review and approval.

Questions?

If you have additional questions about how Prior Learning Credit can apply towards your degree or certificate contact Academic Advising: eadvise@schoolcraft.edu | 734-462-4429

Student Information

Student Name:		Student ID #	
Degree and/or Certificate Program:			

Credential Provider Information

Credential:			
Credential Status:		Status Date:	
Credential Provider Website:			
Documentation Provided:			

Requested Courses for Prior Learning Credit for Professional Licensure/Industry Certifications

For up-to-date list of industry credentials and course equivalencies, visit the [Prior Learning Credit](#) web page.

Course Prefix & Number	Course Title	Number of Credits	Records Office Only: Awarded
			☐ No ☐ Yes
			☐ No ☐ Yes
			☐ No ☐ Yes
			☐ No ☐ Yes
			☐ No ☐ Yes
			☐ No ☐ Yes
Records Office Only: Date Posted to Students Transcript:			Total Credits:
Additional Approval Needed:		☐ NA ☐ Yes*	

*Instructional Administrator Approval Signature:		Date/Time:	
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*If additional approval needed, Records Office will forward the request to the appropriate Instructional Administrator for additional approval.