



Please complete, print (see "Print Form" button above), sign, and return this form to the Office of Records and Registration, University Hall, One University Plaza, MS UHB 1076, Springfield, IL 62703-5407. Please be sure to carefully complete all information prior to printing the document.

Approved forms must be received in the Office of Records and Registration by the last full week of the semester for which the applicable credit is to be entered. Once final grades are available, the credit will then be posted to the student's official transcript.

Last Name First Name UIN

Semester Year Course Reference Number (CRN)

Course Prefix Course Number Credit Hours

Students earning **Credit for Prior Learning (CPL)** select an individualized title for the credit they earn. Please note the chosen title below:

Title*

*Limit 30 characters, including spaces and punctuation. "CPL:" must be included in the title of a Credit for Prior Learning course and be counted as part of the 30 characters.

Students earning **Proficiency Credit (PR)** will have their credit designated by "PR:" in the title.

Notes

Authorized Signature

Date

Original:
Permanent File

Notifications (sent via official UIS Email by the Office of Records and Registration):
Student _____ Authorizer _____

For Office Use Only
Processed By: _____
Date: _____