



HOFSTRA UNIVERSITY.

WHITE: ACADEMIC RECORDS
YELLOW: STUDENT
PINK: PRIOR LEARNING OFFICE
GOLD: ASSESSOR

TO THE ASSESSOR: Please complete the following form after the student has completed all requirements. The **original** and two (2) copies are to be returned to the Prior Learning Coordinator **with** the student's portfolio. One copy is for your records. [In order for these credits to be posted to the student's record, the Academic Records Office must receive the original copy **signed** by the Prior Learning Coordinator; the student must have completed 18 credits in residence with a minimum grade point average of 2.0 and have paid the appropriate fee for this assessment.]

Candidate: _____ Student ID No.: _____

Address: _____

Major: _____ Assessor: _____

1. **Number of Conferences:** Include estimated length of each conference and names of other participating faculty.____

Conference A _____

Conference B _____

Conference C _____

2. **Method of Assessment:** Each student must submit a portfolio that documents work experience and supports the claim____ to knowledge. In addition, there is to be one or more of the following methods of assessment used: a performance or____ demonstration, an oral examination or interview, a written examination. Please describe how this student was assessed.____

3. **Assessor's Evaluation:** with a brief description of demonstrated knowledge for which credit it sought. If this____ knowledge corresponds to a course offered in the *Hofstra University Undergraduate Bulletin*, include the course number____ and title; if not, indicate the area in which elective credits could be granted. (Attach additional sheets if necessary.)____

4. **Number of credits granted:**

Date: _____

i) Elective credits: # _____ in _____

ii) Course credits: # _____ in _____

5. **Grade:**¹ _____

¹Prior learning credit is typically awarded a grade of P. If a letter grade is necessary, the signature of the dean of the school in which the credits are being granted also is required. If no credit is granted, no grade is to be entered.

Signatures:

Chair of Department: _____ Assessor(s): _____

¹Dean: _____ ²Prior Learning Coordinator: _____

²This signature assures that the proper fees have been paid by the student.