

**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:** Assessment with a brief description of demonstrated knowledge for which credit is 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 999 credits could be granted. (Attach additional sheets if necessary.)

4. **Number of credits granted:** \_\_\_\_\_ Date: \_\_\_\_\_

i) Number of Elective credits: \_\_\_\_\_ in \_\_\_\_\_

ii) Number of Course credits: \_\_\_\_\_ in \_\_\_\_\_

5. **Grade:**<sup>1</sup> \_\_\_\_\_

**Signatures:**

Chair of Department: \_\_\_\_\_ Assessor(s): \_\_\_\_\_

Dean: \_\_\_\_\_ Prior Learning Coordinator<sup>2</sup>: \_\_\_\_\_

<sup>1</sup> Prior 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.

<sup>2</sup> These signatures assure that the proper fees have been paid by the student.