Credit By Evaluation Request
Fee: $50.00 per Credit

DATE : _____

STUDENT CHECKLIST

Instructor assessed competency demonstration

Contact your campus bookstore and pay the Credit by Evaluation fee

Online students should call 888.696.7282 and ask for the Moorhead campus bookstore (218.299.6570) to m

Present this completed form and your receipt to the instructor meeting for the evaluation

Online students: Moorhead bookstore staff will inform your instructor that payment has been made. The student is still responsible for sending this completed form instructor prior to t   Submit one copy of this completed form to the assistan

Student Name:	Program/Major:	Student ID#:
Course Subject/Number:	Course Title:	Credits:
Instructor Administering Evaluation:	Grade:	

Important Information for Students:

1. If you need this course for the current semester
    a. And successfully earn credit by evaluation in a class for which you are currently registered, you must still withdraw from classEarning credit through this process does not automatical the registered course
    b. And are unsuccessful in earning credit via this method, you will need to register for the class
    c. This process must take place within the drop/add deadline
2.