**TIFFIN UNIVERSITY| CREDIT FOR PRIOR LEARNING**

**PORTFOLIO COVER SHEET**

[NAME]

[ADDRESS]

[EMAIL]

[ACADEMIC PROGRAM]

*Please find enclosed the following documentation supporting my application for Credit for Prior Learning.*

* **RESUME** (required)
* **Internship Waiver** [delete if not applicable]
  + *Attachment: Formal Request Letter*
  + *Attachment: Essay Relating Experience to PLOs*
* **Experiential Learning Credit** [delete if not applicable]
  + [total # of credits] Experiential Learning Credits requested
    - Course 1
    - Course 2, etc.
  + *Attachment: Experiential Learning petition(s)*
* **Credit-by-Exam** [delete if not applicable]
  + [total # of credits] Credit-by-Exam requested
    - Course 1
    - Course 2, etc.
  + *Attachment: Scanned Credit-by-exam Transcripts (grades)*
* **Credit for Professional Certifications** [delete if not applicable]
  + [total # of credits] Professional Certification requested
    - Course 1
    - Course 2, etc.
  + *Attachment: Scanned Professional Certifications*
* **Credit for Professional Workshops and Trainings** [delete if not applicable]
  + [# of credits] Workshops and Trainings Credits requested
  + *Attachment: Workshops and Trainings Packet*

*I certify that the information attached, respectfully submitted on [DATE], is true and accurate to the best of my knowledge.*

*Signed,*