

## DECLINE PRIOR LEARNING CREDITS

Students may choose to decline Prior Learning credits, such as those earned through Advanced Placement (AP), International Baccalaureate (IB), DSST (Formerly Dantes Subject Standardized Test), Excelsior College Examinations (ECE), and College Level Examination Program (CLEP). By declining Prior Learning credit, you can take the equivalent course at Maryville College and earn credit for it.

- The decision to decline Prior Learning credits should be made in consultation with your academic advisor.
- A request to decline Prior Learning credits must be submitted to the **Office of the Registrar** and approved before registering for the equivalent course at Maryville College.
- Once a Prior Learning credit is declined, it will be removed from your academic record and cannot be reinstated.
- You are responsible for enrolling in the appropriate courses to fulfill any requirements previously met by the declined Prior Learning credit.

**Student Information:**

**Name:** \_\_\_\_\_ **ID Number:** \_\_\_\_\_

**List each Prior Learning credit you want to decline below.**

Use a separate row for each credit you want to decline.

Type of Credit (circle one)	Prior Learning Credit Title	MC Equivalent Course Number	MC Equivalent Course Title
AP   IB   DSST			
ECE   CLEP			
AP   IB   DSST			
ECE   CLEP			
AP   IB   DSST			
ECE   CLEP			
AP   IB   DSST			
ECE   CLEP			

The MC equivalent course is listed on your Unofficial Transcript in the Highlander Hub.

**Student Acknowledgment:** By signing below, I acknowledge that I have consulted with my academic advisor and understand the implications of declining the Prior Learning Credit listed above. I understand that once the Prior Learning credit is declined, it will be removed from my academic record and cannot be reinstated.

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Advisor's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

<u>For Office Use Only</u>
Date Processed: _____
Initials: _____