



Expected date of graduation _____

[illegible]

Terms and Conditions of this Letter of Intent

By checking each item I hereby acknowledge that:

1. ____ Payment of the evaluation fee is non-refundable under any circumstance.
2. ____ Payment of the non-refundable fee guarantees that my portfolio will be reviewed, but does not guarantee that any CPL credit-hours will be awarded.
3. ____ The non-refundable payment confirmation email has been submitted to CPL.
4. ____ I have satisfactorily completed ENGL 1010 and ENGL 1020.
5. ____ CPL cannot be used to meet, replace, or substitute for general education, thematic studies, or a senior project.
6. ____ Lower division CPL credit-hours cannot be used to satisfy upper division requirements.
7. ____ CPL cannot replace a failing grade or duplicate previously earned credit for a course.
8. ____ Should I change my major, CPL credits may not be recognized by the new major.
9. ____ I will not falsify, misrepresent, or plagiarize any content of the portfolio. The use of AI to generate original narratives, supporting documentation, or to fabricate, falsify, or misrepresent any content is strictly prohibited.
10. ____ My comprehensive academic portfolio will be submitted in electronic format.
11. ____ I will check my University of Memphis email account to learn of the status of my CPL portfolio evaluation.
12. ____ To appeal a CPL award I will follow the University's grade appeal process.
13. ____ If awarded CPL, I understand I must pay in full for the awarded credit hours and forward the payment confirmation email to CPL for the credit hours to post to my transcript.
14. ____ This Letter of Intent will remain in effect for one year from the date of this document.
15. ____ Completing and submitting this form on-line constitutes a valid agreement, as if it were signed.
16. ____ I certify that the advisor listed above has approved my areas of study (Advisor will be contacted and asked to confirm.)

Name

Date