

## Letter of Intent (LOI) Credit for Prior Learning (CPL)

Check ALL that apply:

I am currently enrolled as an undergraduate student

UM ID#		
Expected data of graduation		

## I am currently enrolled as a graduate student I am UofM Faculty/Staff **PLEASE PRINT: Last Name** First Name MI**Street Address** City Zip State Cell phone number Alternate phone number U of M Email address Which of the following sources informed you about CPL? (Check all that apply) \_\_\_\_ Advisor\_\_\_\_ Fellow Student\_\_\_ Faculty\_\_\_ Website\_\_\_ Advertising\_\_\_ Education Fair Advisor's Name: Have you previously submitted an CPL portfolio? \_\_\_\_ Yes \_\_\_ No (if yes, date\_\_\_\_ Have you submitted pre-assessed experiences, such as certificates or licenses, for CPL? \_\_\_\_ Yes \_\_\_\_ No (if yes, please list ) \_\_\_\_\_\_, understand that it is my responsibility to ensure that the credits sought and earned through the Credit for Prior Learning Program are applicable to my degree program. What are the areas of study that you hope to fulfill with your portfolio? **Area of Study** Level **Credit Hours**

## **Terms and Conditions of this Letter of Intent**

By check	ring 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.
	I will not falsify, misrepresent, or plagiarize any content of the portfolio. The use of AI to generate
9.	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. contacted	I certify that the advisor listed above has approved my areas of study (Advisor will be d and asked to confirm.)
Name	Date Date