



OFFICE OF THE UNIVERSITY REGISTRAR

Credit Removal Form

Procedure for Requesting Removal of Prior Learning Credit

Students may receive credit only once for any course in which they have been granted Prior Learning Credit. A student may request to have Prior Learning Credit removed from their academic record if it is determined that the student needs to take the same course for an actual grade of A-F or upon review of their degree applicable requirements by the student’s college advising center and/or major advisor.

A student may request the removal of the Prior Learning Credit by filling out this form and returning it to the Office of the University Registrar. Complete a separate form for each Prior Learning Credit option listed below. *(Failure to complete this form in its entirety will delay processing time.)*

Print Name: _____
(LAST) (FIRST) (M.I.)

UT Email Address: _____ Student ID #: _____

Phone Number: _____

PRIOR LEARNING CREDIT TO BE REMOVED: (check one)

- | | |
|--|---|
| <input type="checkbox"/> Advanced Placement (AP) | <input type="checkbox"/> Statewide Dual Credit Exam |
| <input type="checkbox"/> College Level Placement Exam (CLEP) | <input type="checkbox"/> International Baccalaureate (IB) |
| <input type="checkbox"/> Cambridge International A/AS Level Exam | <input type="checkbox"/> Military Credit |

UT Course and Title: _____

**Use course number or LD/UD from UT academic history.*

I hereby request that the Prior Learning Credit I received for the course(s) listed about be removed from my academic record. I understand that once the credit is removed, it will not be added back to my University record.

Student Signature: _____ Date: _____

Return completed form to:
Office of the University Registrar
209 Student Services Building
(Located in Circle Park)