**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)

- [ ] Advanced Placement (AP)
- [ ] Statewide Dual Credit Exam
- [ ] College Level Placement Exam (CLEP)
- [ ] International Baccalaureate (IB)
- [ ] Cambridge International A/AS Level Exam
- [ ] Military Credit

*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)