

Articulated Credit
For
Industry Certification, License, or Career Certificate

Programs: A.A. And applicable technical certificates

Eligible students providing documentation of prior learning will be awarded credit as outlined below.

1. Students must meet all admissions requirements for FSCJ and the A.S. degree or T.C. prior to credits being awarded.
2. Student must be able to provide documentation of earned license or credential.
3. Articulated courses show as a “P” on student transcripts and do not impact GPA.
4. Students must request credit prior to enrolling in the designated class; credit cannot be offered retroactively.
5. Industry certification, license, or career certificate must be current or earned within 3 years prior to submitting for credit unless approved by the Program Manager and Dean.
6. Industry certification, license, or career certificate may only be applied once.

How to request credit:

Select your certification(s) below. Email this form along with a copy of documentation of prior learning (license, certificate, or transcript) to your advisor. Once the request has been reviewed and approved, documentation will be sent to Student Records for processing.

Student Name: _____ Student ID: _____

Student Email: _____ Program of Study: _____

Select x	Tracking ID	Certification or certificate	College Credit Course*	Credits
	E2015-02	MICRO0017 Microsoft Office Specialist Master	CGS 1100 Microcomputer Applications for Business and Economics	3
	E2015-03	MICRO069 Microsoft Office Specialist Bundle Certificate (3 of 6)	CGS 1100 Microcomputer Applications for Business and Economics	3

**Courses are subject to change by curricular or program changes or state mandate.*

For internal use only:

Open ticket and submit documentation at <https://fscj.service-now.com/esp> (Create a help ticket, MyFSCJ, Student Records, attach this form)