



## 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 ELC credit-hours will be awarded.
3.  The non-refundable payment confirmation email has been submitted to ELC.
4.  I have satisfactorily completed ENGL 1010 and ENGL 1020.
5.  ELC cannot be used to meet, replace, or substitute for general education, thematic studies, or a senior project.
6.  Lower division ELC credit-hours cannot be used to satisfy upper division requirements.
7.  ELC cannot replace a failing grade or duplicate previously earned credit for a course.
8.  Should I change my major, ELC credits may not be recognized by the new major.
9.  I will not falsify, misrepresent, or plagiarize any content of the portfolio.
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 ELC portfolio evaluation.
12.  To appeal an ELC award I will follow the University's grade appeal process.
13.  If awarded ELC, I understand I must pay in full for the awarded credit hours and forward the payment confirmation email to ELC 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.)

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Name

Date