

Prior Learning Assessment Application

Prior Learning Assessment Application

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**Transfer and Lifelong Learning Center
Fourth floor, University Pavilion
Cincinnati, OH 45221
Phone (513) 556-2247**

Dear Applicant:

Enclosed is information regarding Prior Learning Assessment.

Attached please find the following:

- ◆ Requirements
- ◆ Procedure
- ◆ Application

To submit an application for evaluation, download and complete the application, print two copies of the application page with supporting statements/documentation, and attach your money order for payment. The processing fee for your application is **\$50**. Your application, money order and supporting statements **MUST** be mailed or brought in to the Assessment Center. **This is the only way an application can be submitted. We cannot process your application without payment (by money order only).**

If further clarification is needed, please feel free to contact us at the Assessment Center (513) 556-9190 or (513) 556-2247 Monday through Friday, 8:00 a.m. - 5:00 p.m. Also, it is highly recommended that you talk with representatives from your college to be sure that the evaluation will be applicable to your degree program.

Thank you for your interest in Prior Learning Assessment.

Transfer and Lifelong Learning Center
Fourth floor, University Pavilion
University of Cincinnati
PO Box 210091
Cincinnati, OH 45221-0091

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Prior Learning Assessment
Transfer and Lifelong Learning Center

REQUIREMENTS

Student must be matriculated in a College at the University of Cincinnati with a declared major. The student must also be currently enrolled and in good standing – with a 2.00 or higher cumulative grade point average.

The student must prepare a competency statement or other appropriate documentation to show evidence of having attained special knowledge or skill in the desired course. This statement must be submitted with the application for the Prior Learning Assessment.

The student may seek evaluation only for those courses for which he/she is not currently registered or has not previously audited or failed.

Prior Learning Assessment, as with other advanced standing credit, generally will not be considered toward the college residency requirement.

The Higher Learning Commission of the North Central Association recommends that a student may earn up to 45 undergraduate credits toward a Bachelor's Degree or 20 undergraduate credits toward an Associate's Degree by completion of evaluations. The HLC/NCA further recommends that no more than 50% of the credit in the concentration area of a degree program may be earned by Prior Learning Assessment. Please **check with your college office** for any other requirements or restriction regarding Prior Learning Assessment.

For additional information contact the Transfer and Lifelong Learning Center at 556-2247.

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PROCEDURE FOR Prior Learning Assessment (PLA)

Credit for Prior Learning

Many individuals have acquired college level knowledge through methods other than attendance in college classes and programs. For example: extensive company training programs, research and reading in special areas of interest, volunteer work in agencies, hobbies, etc., may serve as the background for college level learning.

Graduating students must submit their applications at least **2 quarters** prior to scheduled graduation. Credits awarded will be the same as the course normally carries.

You should consult with your academic adviser or department head on the applicability of PLA to your degree program.

PLA Procedure:

1. The student contacts the Transfer and Lifelong Learning Center [TLLC] for information. TLLC provides information and an application packet.
2. The student completes the application packet and returns it with a \$50.00 fee to the ALC.
3. TLLC will submit the completed application packet to the appropriate college for approval.
4. The department responsible for the course will complete an initial review of the applicant's packet. They will follow-up with the TLLC and indicate whether the applicant's packet is accepted or rejected, and the type of evaluation to be conducted.
5. TLLC will notify the applicant of the status of the application.
If accepted, the TLLC will send a letter indicating that the application has been accepted for evaluation and that the payment fee of **\$45.00 per credit hour** [less the pre-paid \$50.00 fee] is required for the evaluation to proceed. The fee covers the cost of completing the evaluation and, as such, is **non-refundable**, regardless of the outcome of the evaluation.
If rejected, the TLLC will send a letter stating that the application has been rejected and the \$50 application fee **will** be returned.
6. The payment for the balance of the evaluation fee must be sent within **30** days of the date of written notification.
7. Once payment is received, the student will receive a receipt and a letter containing the contact information of the faculty evaluator who will conduct the review. The student will contact the faculty evaluator and the formal review process will begin.
8. **Note:** [If payment is not received within 30 days, a new application and \$50 processing fee is required to restart the process].
9. Upon completion of the evaluation by the faculty evaluator, TLLC is notified of the decision.
10. TLLC will notify the student of the outcome of the evaluation.
11. A positive outcome (pass) results in the awarding of credit which is posted as advanced standing credits. A negative outcome (fail) results in no award of credit and no refund of the evaluation fee.
12. The student's file will then be forwarded to the student's home college and become part of the student's permanent record.

The awarding of credit for PLA occurs at the discretion of the faculty evaluator. **The decision is final.**

UNIVERSITY OF CINCINNATI
APPLICATION FOR PRIOR LEARNING ASSESSMENT

(Please type or print in black ink)

I. BASIC DATA

Full Name _____

Address _____

City, State, Zip _____

Telephone: Home _____ Work _____

Email: _____

Social Security Number _____

Are you currently a matriculated student at UC? Yes _____ No _____

If yes, which College? _____

Are you enrolled in a degree program? (Matriculated) Yes _____ No _____

Degree _____ Major _____

Were you recommended by someone from your College? Yes _____ No _____

Name: _____

II. PLA COURSE DATA

Course Number _____

Course Title _____

Course Number _____

Course Title _____

Course Number _____

Course Title _____

III. SUPPORTIVE STATEMENT

On the attached sheet, please indicate a brief but comprehensive statement covering your background of knowledge, experience, and qualifications relating to the course or discipline for which the assessment is requested. Attach extra pages if necessary.

IV. EVALUATION FEE

Number of credit hours to be assessed__ at \$45/credit hour = \$_____.

Attach a money order payable to the University of Cincinnati for \$50 to process your application. If your application is accepted for evaluation, the balance of your evaluation fee will be required to proceed. If your evaluation is rejected, you will receive a refund 4 to 6 weeks after we are notified of the rejection.

V. CERTIFICATION

I understand the result of this evaluation becomes a part of my permanent record at the University of Cincinnati providing I complete all of the necessary requirements.

Signature

Date

SUPPORT STATEMENT

(Please type or you may use a separate sheet)

(Explain why you feel you can successfully "test out" of the course.)

Complete all sections of application and submit with check or money order made payable to University of Cincinnati and send to:
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