Prior Learning Assessment

CONTENTS

♦ Letter

♦ Requirements

♦ Procedures

♦ Application

Clermont College

UNIVERSITY OF Cincinnati

Dear Applicant:

Enclosed is information regarding Prior Learning Assessment.

Attached please find the following:

♦ Requirements

♦ Procedure

♦ Application

To submit an application for evaluation, complete the attached application, with supporting statements/documentation, and attach your check or money order for payment. The processing fee for your application is **$50**. Your application, check or money order and supporting statements **MUST** be mailed or brought in to UC Clermont's Testing Services (Attn: Brandon Woo). **This is the only way an application can be submitted. We cannot process your application without payment (by check or money order only).**

If further clarification is needed, please feel free to contact me at (513) 732-5219 or Brandon.Woo@uc.edu. Also, it is highly recommended that you talk with Academic Advisor to be sure that the evaluation will be applicable to your degree program. Thank you for your interest in Prior Learning Assessment.

Sincerely,

Brandon Woo
Testing Coordinator, Testing Services
UC Clermont College
Peters-Jones Room 103
4200 Clermont College Drive
Batavia, OH 45103

University of Cincinnati Clermont College
Prior Learning Assessment

REQUIREMENTS

Student must be matriculated at the University of Cincinnati Clermont College 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.

For additional information contact Brandon Woo at (513) 732-5219 or Brandon.Woo@uc.edu.

University of Cincinnati Clermont College
Procedure for Prior Learning Assessment (PLA)

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 **1 semester** 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 prior to beginning the process.**

PLA Procedure:

1. The student contacts Brandon Woo in Testing Services at Clermont College and is provided with information and an application packet.

2. The student completes the application packet and returns it with a $50.00 fee to the Testing Services department (Attn: Brandon Woo).

3. The application and supporting materials will be submitted to the appropriate Department Head for approval.

4. The Department responsible for the course will complete an initial review of the applicant's packet. They will follow-up with Brandon Woo in Testing Services and indicate whether the applicant's packet is accepted or rejected, and the type of evaluation to be conducted. Evaluation types vary (portfolio, paper, exam) and is the discretion of the faculty evaluator.

5. The Testing Services department will notify the applicant of the status of the application.

If accepted, Testing Services will send a letter indicating that the application has been accepted for evaluation and that the payment fee of **$180.00 per class** [less the pre-paid $50.00 fee = $130.00] 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, Testing Services will send a letter stating that the application has been rejected.

6. **If accepted**, 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 an e-mail 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, Testing Services is notified of the decision.

10. Testing Services 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.

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

Application for Prior Learning Assessment

I. **Basic Data**

Full Name: _____ Student ID #: _____

Street Address: _____

City, State, Zip: _____

Telephone: _____ E-mail:_____

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

Degree Major: _____

Were you recommended by someone from Clermont College?   Yes   No

Name of referral: _____

II. **PLA COURSE DATA**

Course Number: _____ Course Title: _____

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 $180.00 per class = $_____

Attach a check or 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.

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 UC Clermont College

Send all materials to:
Testing Services
Attn: Brandon Woo
UC Clermont College
Peters-Jones, Room 103
4200 Clermont College Drive
Batavia, OH 45103