Prior Learning Assessment

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Dear Applicant:

Enclosed is information regarding Prior Learning Assessment.

Attached please find the following:

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To submit an application for evaluation, complete the attached application, 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 UC Clermont’s Enrollment & Student Services (Attn: Julie Eagen). **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 me at (513) 558-5364 or Julie.Eagen@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,

[Signature]

Julie W. Eagen
Senior Academic Advisor
UC Clermont College
Enrollment & Student Services, Room 100C
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 Julie Eagen at (513) 558-5364 or Julie.Eagen@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 Julie Eagen in Enrollment & Student 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 Enrollment & Student Services department (Attn: Julie Eagen).

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 Julie Eagen in the Enrollment & Student Services department and indicate whether the applicant’s packet is accepted or rejected, and the type of evaluation to be conducted.

5. The Enrollment & Student Services department will notify the applicant of the status of the application.

If accepted, Enrollment & Student Services will send a letter indicating that the application has been accepted for evaluation and that the payment fee of **$67.50 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, Enrollment & Student 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 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, Enrollment & Student Services is notified of the decision.

10. Enrollment & Student 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 $67.50/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.

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 money order made payable to
UC Clermont College

Send all materials to:
Enrollment & Student Services
Attn: Julie Eagen
UC Clermont College Student Services, Room 100C
4200 Clermont College Drive
Batavia, OH 45103