Date: 
Learner’s ID:

Learner’s Name:

Center: [ ] Gantz Center/ Cincinnati [ ] Florida [ ] Los Angeles [ ] Sacramento
(Check the Center location you attend. See Page 2 for mailing/faxing information.)

Assessment to be made by: [ ] Prior Learning [ ] Challenge Examination

Current Enrollment Status: [ ] Full-Time [ ] Part-Time

Approved Degree Plan: [ ] Yes [ ] No

I hereby apply for credit by evaluation or examination as indicated above for the following course.

Course Number and Title:

[ ] UL [ ] LL Credits Sought (Semester Credit Hours):

Learner’s Signature ___________________________ Date __________________

Registration Approval ___________________________ Date __________________

Faculty Advisor Signature ___________________________ Date __________________

Registration Approval ___________________________ Date __________________

Administrating Dean’s Signature ___________________________

Courses to be applied to: [ ] General Education [ ] Area of Concentration

A Separate Form Must Be Filed For Each Course

The Learning Agreement, all supporting documentation prepared by the applicant, and payment must accompany each application.

This application/registration, once signed by the learner, may not be changed or modified. It is applicable only for the course stated in this registration, and it is valid for a single evaluation/examination. Submission of new or any additional documentation after the first assessment is complete or a request for re-examination requires a waiting period of two months and new application.

This form must be submitted to the faculty advisor who will forward all material to the Office of the Dean. The dean will assign an evaluator for prior learning assessment or schedule the challenge examination. The registration, together with the name of the evaluator, will then be forwarded to the Office of the Registrar for recording and inclusion in the learner’s academic record. Assessment results will be recorded with the Office of the Registrar and copies of the narrative learning evaluation summary (Assessment Report) will be returned to the Center and learner.

Dean’s Office Only

Name of Evaluator Assigned ___________________________

Date Forwarded to Evaluator and Registrar ___________________________ Date Returned from Evaluator ___________________________

Grade Awarded by Evaluator: Satisfactory [ ] Unsatisfactory [ ] (See Supplemental Narrative Learning Evaluation Attached)

Evaluator Signature ___________________________

(Assessor: Attach Assessment Report to this Application/Registration)
INSTRUCTIONS TO LEARNERS
Learners planning to pursue Prior Learning Assessment (PLA) either by portfolio evaluation by subject specialists or by course-based challenge exams must be familiar with the assessment policies as outlined in the Learner Handbook and other supplemental materials. Notification of the results of assessment are normally available two to four weeks after receipt in the Office of the Dean.

- The course requested for PLA must appear on your Degree Plan and approved by the IDRC or an approved amendment.
- Supplemental materials presented by the learner will be retained in the permanent academic record and will not be returned to the learner unless prior arrangements have been made.
- Application/Registration for assessment is not considered complete without appropriate supporting documentation and assessment fee.
- Assessment fees are not refundable once submitted to the Office of the Dean.

INSTRUCTIONS TO FACULTY ASSESSOR
Specific roles of the Faculty Assessor are described in detail in the Adjunct Faculty Handbook. UI&U’s College of Undergraduate Studies awards academic credit when all of the following is documented:
- The prior learning request is equivalent to a college/university level of learning.
- The learning experience and outcome demonstrates a balance between theory and practice.
- The prior learning (and credit awarded) directly relates to the learner’s degree program and applies toward satisfying some specific degree requirement.

FACULTY ASSESSOR REPORT
The learner, when making the request for the prior learning credit, must supply written documentation of the college-level learning experience for which a specified number of credits is sought. The faculty member reviews the documentation and prepares a written report using the Learning Evaluation form (FORM023). The written report must address each of the following:

- The documents in the learner’s file upon which you relied to determine the nature of the learner’s prior experience.
- The basis for determining that the prior experience documented is equivalent to college-level learning, and demonstrates a balance between theory and practice.
- The basis for determining to what college-level the experience is equivalent, and the justification for the credits to be awarded.

Return your written report along with all documentation and this form to the Office of the Dean. Please sign your written report and page one of this form where indicated.

Mail/fax this form to the appropriate Academic Center:

- Cincinnati Academic Center
  440 E. McMillan Street
  Cincinnati, OH 45206-1925
  513.861.6400/800.486.3116
  FAX 513.861.9026
  E-mail: cintiadmissions@myunion.edu

- Florida Academic Center
  16853 NE 2nd Avenue #102
  N. Miami Beach, FL 33162-1746
  305.653.7141/800.486.7141
  FAX 305.653.2109
  E-mail: dean-fl@myunion.edu

- Los Angeles Academic Center
  12777 W. Jefferson Blvd., Suite 100
  Los Angeles, CA 90066-7009
  310.305.8236/800.486.8328
  FAX 310.305.8241
  E-mail: admissions-la@myunion.edu

- Sacramento Academic Center
  160 Promenade Circle, Suit 115
  Sacramento, CA 95834
  916.564.3100/800.486.7049
  FAX 916.564.3131
  E-mail: admissions-sc@myunion.edu