Prior Learning Assessment Steps for the Faculty Assessor

- Faculty member is contacted by the Prior Learning Assessment (PLA) Office with a student request to pursue credit for a non-traditional learning experience.

- If the PLA request is viable, faculty member determines the best method of assessment either credit by exam or portfolio development and sends the PLA Office the course syllabus including learning outcomes, if not already available.

- The student works with PLA Office on preparing for the assessment method. The student will either enroll in the Portfolio Development class or complete Credit by Exam process.

### Credit by Exam

- Student will contact the faculty member to make arrangements to take the exam.

- After assessing/grading the exam, Faculty contacts PLA Office with results.

- Faculty member completes the *Credit Recommendation Form for Credit by Exam* that notes the grade and sends to the PLA Office at PLA@utoledo.edu, along with a copy of the graded exam. This form can be found online at [www.utoledo.edu/call/pla.html](http://www.utoledo.edu/call/pla.html)

### Portfolio Development

- The student’s portfolio of work is submitted to the PLA Office to petition for credit. The PLA Office in turn submits the portfolio to the faculty member for assessment. Faculty Portfolio assessment needs to be completed with in 45-60 days.

- After assessment, Faculty contacts PLA Office with results. Faculty member completes the *Credit Recommendation Form for Portfolio Credit*. This form can be found online at [www.utoledo.edu/call/pla.html](http://www.utoledo.edu/call/pla.html)

- Faculty member contacts PLA Office to have the portfolio and completed credit recommendation form picked up.

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Prior Learning Assessment Office  
Location: Rocket Hall 1830  
Phone: 419.530.3142  
Email: PLA@utoledo.edu  
Mail Stop: 343  
Web: [utoledo.edu/call/pla.html](http://www.utoledo.edu/call/pla.html)

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September 2011
Prior Learning Assessment
Credit Recommendation Form for Credit by Exam

Student Name ___________________________________________ Date __________________

R# ___________________________________________________________________________

Course Assessed _______________________________________________________________

Faculty Evaluator ______________________________________________________________

Assessment of Credit by Exam:

Does the student’s knowledge show both breadth and depth appropriate to the course description?
□ Yes □ No □ Incomplete

Has the student demonstrated college-level learning?
□ Yes □ No □ Incomplete

Credit Recommendation: □ Credit Recommended □ Credit Not Recommended

Letter Grade Achieved ______

Assessor Feedback to the student:
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Faculty Evaluator Signature ___________________ Date __________________

Director, Educational Services ___________________________

Faculty note: Send this form to the PLA Office along with a copy of the graded exam to PLA@utoledo.edu, or MS 343.

*Adopted from Thomas Edison State College September 2011