

# CREDIT BY ASSESSMENT

## Petition for Credit through Prior Learning Assessment



UNIVERSITY COLLEGE  
THE UNIVERSITY OF TOLEDO

**IMPORTANT: Please read reverse side before completing.**

Rev 062716

**University Credit  
Assessment Center**  
Rocket Hall, Room 1300  
Mail Stop #343  
Toledo, OH 43606-3390  
Phone: 419.530.3142  
Fax: 419.530.3198  
PLA@utoledo.edu

### STEP 1. Student must complete the following information:

_____	_____	_____	_____
Last Name	First	Middle Initial	Student Rocket Number
_____			_____
Street Address			College Enrolled
_____	_____	_____	_____
City	State	ZIP	Major
_____			
Phone Number			

Please indicate below the course you are petitioning for credit through prior learning assessment:

Subject/Alpha	Course No.	Course Name	Cr Hrs

Write a brief narrative to support your request (required field):

By signing, I agree to the terms and conditions of the Credit for Prior Learning Policy, number 3364-71-17, at The University of Toledo. I understand that a petition for prior learning assessment for this course will result in a \$100 assessment fee being added to my bill, regardless of credit outcome, payable by me through the myUT portal, due upon receipt.

_____	_____
Student's Signature	Date

### STEP 2. Faculty Assessor records letter grade earned by student after completing assessment.

Subject/Alpha	Course No.	Course Name	Cr Hrs	Grade Earned

Assessment method (choose one):  Credit by Exam  Portfolio

_____	_____
Printed Name of Faculty Assessor (Instructor or Department Chair)	Title/Dept.

_____	_____
Instructor or Department Chair Signature	Date

### STEP 3. Faculty Assessor must submit form to the PLA Office located in Rocket Hall 1300, MS 343, for processing. Forms may be submitted by campus mail, fax, email attachment or student drop-off.

_____	_____
PLA Office Designee Signature	Date

### STEP 4. Prior Learning Assessment Office will submit completed form to the Registrar's Office for grade and credit transcription and student is billed for the assessment fee.

Post in Term	Approved By

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## Important Notes

**In those instances where assessments are not passed, no transcription of the PLA attempt will be added to the student record; however, the \$100 assessment fee will be added to the student bill at the conclusion of processing.**

A student must be admitted to The University of Toledo to be eligible to pursue prior learning assessment credit by exam or portfolio and must be currently enrolled for credit to be posted. If the student is not enrolled in the term in which the assessment is completed, the credit hours will not be posted until the next semester of enrollment. PLA cannot be posted in any previous terms.

There is no limit on the number of hours of credit by prior learning assessment which a student may pursue; however, only a maximum of 30 hours may count toward graduation in any program.

A student must earn a grade of "C" or better to have credit recorded. Credit by Exam and/or Portfolio contribute to student grade point averages (GPA's).

Immediate payment is required for the assessment fee upon receipt of the bill. It is suggested that the student check his/her account online to verify charges and payment.