

CREDIT BY ASSESSMENT

Petition for Credit through Prior Learning Assessment



THE UNIVERSITY OF
TOLEDO
1872

Office of the Registrar

Main Campus
Rocket Hall, Room 1800
Mail Stop 322
Toledo, OH 43606-3390
Phone: 419.530.4845
Fax: 419.530.4828
PLA@utoledo.edu

IMPORTANT: Please read reverse side before completing.

Rev 022724

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
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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 Office of the Registrar located in Rocket Hall 1800, MS 322, for processing. Forms may be submitted by campus mail, fax, email attachment or drop-off.

PLA Office Designee Signature	Date
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Post in Term	Approved By

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.