

Prior Learning Assessment (PLA) Registration Form

Student must be registered for the term in which the prior learning is assessed by exam or portfolio assessment. PLA credits received will not be considered as residency credit. Student may attempt the exam or portfolio assessment no more than two times for the same course. Student may attempt the exam or submit the portfolio within 60 days of the chair's signature in Section 1. Student must obtain department approval and submit this form to the Bursar with payment. The Bursar will send this form within seven days to the department along with an email confirmation to the student.

Student Name _____ UID _____

Student Email _____

SECTION 1: DEPARTMENT APPROVAL

First Attempt _____
 Second Attempt _____ Course Number _____ Course Title _____ Credit Hours _____

Department _____ Department Contact _____ Bldg/Rm# _____

**DEPARTMENT MUST SUPPLY DEPARTMENT
BANNER FUND/ORG NUMBERS:**

----- X
FUND **ORG** **505250** **99888** _____

 Signature of Departmental Chair Date

SECTION 2: REMIT PAYMENT

Non-refundable PLA fee (check one):

- \$150 for first attempt for course listed under Section 1.
- \$75 for second attempt for course listed under Section 1.

Send Form and Payment to:
 Office of the Bursar, Wright State University, 3640 Colonel Glenn Highway,
 Dayton, OH, 45435-0001 OR use the secure drop boxes: 2nd Floor
 University Hall or Wright Patt Credit Union (Student Union)

BURSAR USE ONLY
 DETAIL CD 5017 ATT 1- \$50, ATT 2- \$25

Payment: Make check payable to Wright State University, or provide Discover®, Visa® or MasterCard® credit card information below

Student University ID: _____ Student Daytime Phone: _____
 Sum to be charged: \$ _____

Cardholder Name (as it appears on the card) _____ Credit Card Number _____

Cardholder Billing Address (Number/Street, City, State and Zip Code required) _____

Card Expiration (MM/YYYY) _____ CVV# (back of card) _____ X
 _____ Authorized Cardholder Signature _____ Date _____



I hereby agree to pay the sum set forth above to the bank which issued your card in accordance with the terms of the credit card for the purchase of goods and services.

SECTION 3: DEPARTMENT PLA EVALUATION

Date Portfolio Submitted _____ Date PLA Exam Taken _____

X _____ (student will be notified of results within 45 days)
Signature of Evaluator/Instructor

SECTION 4: DEPARTMENT DECISION AND SUBMISSION TO REGISTRAR

- PLA by Portfolio Assessment
- PLA by Exam

Course Number Course Title Department

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PLA Award Date Award "Pass Credit"? X _____
 Yes No Signature of Department Chair

This section is completed within 45 days of taking the exam or submitting the portfolio. Send to the Office of the Registrar, 248 Medical Sciences (248MS).

SECTION 5: REGISTRAR TRANSCRIPTION

Date Pass Credit by X _____
PLA is Transcribed Signature of Registrar Staff

SPECIAL NOTES

DO NOT WRITE BELOW THIS LINE