

Prior Learning Assessment and Recognition Application Form

Step 1. Review the Prior Learning Assessment and Recognition (PLAR) Policy & Procedures.

Step 2. Contact the Educational Department/School offering the course for which you wish to have your learning assessed.

Step 3. Obtain the departmental signature (Faculty) approving the PLAR, and establish the date(s) for the assessment as well as the type(s) of assessments that will be done in "Section A" below.

Step 4. Contact the Office of the Registrar to register in the PLAR course, and pay the applicable fees.

Step 5. Complete the agreed upon assessment(s) within the specified timeframe. The faculty will submit a "PLAR Completion Form" to the Office of the Registrar after they have finalized your grade, and you will be notified of the results by the Faculty.

SECTION A. To be completed by the department offering the Prior Learning Assessment.

I have met with _____
Student name (*Last, First*) Student #

I have determined that this student is eligible to have their learning assessed for the following CNC course

_____ Course Title (*e.g: Composition & Style*) _____ Course Code (*e.g: ENGL 103*)

The date(s) for this assessment is/are: _____ to _____
Start Date (*MMM/DD/YYYY*) End Date (*MMM/DD/YYYY*)

The type of assessment(s) will be (check all that apply):

Challenge Exam Portfolio Assessment Work-based Assessment

Department Comments: _____

Faculty Print Name: _____ Signature: _____

Department: _____ Date: _____

Email: _____ Phone Extension: _____

TO BE COMPLETED BY THE OFFICE OF THE REGISTRAR:

Entered:

_____ Print name

_____ Signature

_____ Date (*MMM/DD/YYYY*)