



Intent to Pursue Prior Learning Assessment (PLA)

Students who have mastered learning in certain subject matter areas through means other than academic credit from a regionally accredited institution, may apply for credit through the Prior Learning Assessment (PLA) process.

Students who declare their intent to pursue PLA credit will work with a faculty evaluator who has expertise in the subject matter of the desired PLA credit to demonstrate the prior knowledge. Students may earn pass/fail or letter grades for PLA credit, as agreed upon with the faculty evaluator. To begin this process, students submit this form to the Registrar's Office. Once received, a faculty evaluator will be assigned to assist the student with the compilation of evaluation materials.

Name: _____ ID: _____

Courses for which PLA evaluation is requested:

Student Signature: _____ Date: _____

Types of materials that can be used for assessment are: resume, job description, professional training evidence, experiential learning evidence, certification or licensure, patents obtained bibliography of professional readings, certificates from training seminars of professional development workshops, work-related manuals created, memos, professional letters and proposals written, reports or spreadsheets – drafted and designed, pieces of Art work, other professional writing samples.

To be completed by Program Coordinator

Courses approved for PLA:

1. _____ Faculty Evaluator: _____
2. _____ Faculty Evaluator: _____
3. _____ Faculty Evaluator: _____
4. _____ Faculty Evaluator: _____

Program Coordinator Signature: _____ Date: _____

Registrar's Office: _____ Date: _____

Copies to: Registrar, Program Coordinator, Student

Registrar's Office ■ One College Green ■ P.O. Box 50 ■ La Plume, PA 18440-0200 ■ (570) 945-8224 ■ registrar@keystone.edu

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