

**Application for Prior Learning Assessment Process (for life and work experience):**

Please complete the information below and submit your form with the necessary support statement to:

Online & Continuing Education  
University of Massachusetts Dartmouth  
285 Old Westport Road  
Dartmouth, MA 02747

Or [Online@UMassD.edu](mailto:Online@UMassD.edu)

**Please type, print and sign or print and complete in black ink.**

**1. Basic Data**

Full Name: \_\_\_\_\_ M.I. \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_

College/Degree Major: \_\_\_\_\_

**2. Support Statement**

Please attach a separate brief, but comprehensive statement covering your background of knowledge, experience and qualifications relating to the course or discipline for which the assessment is requested. Please see the notes below on areas that are eligible for Prior Learning Process requests.

### 3. Evaluation Fee

Number of courses to be assessed \_\_\_\_\_ x \$425.00 per course = \$ \_\_\_\_\_ fee to be paid at time of assessment request. I understand that this is a non-refundable fee that is charged for evaluation/assessment of my prior learning.

### 4. Certification

I understand that the result of this evaluation becomes a part of my permanent record at the University of Massachusetts Dartmouth if I have received a passing assessment and completed all of the necessary requirements.

#### **Steps in the Prior Learning Assessment Process:**

1. You will have a consultation meeting with the PLA Coordinator to determine if your specific learning experiences would be appropriate for evaluation in the Prior Learning Process for Life and Work Experience.
2. You will submit a proposal to provide the PLA Coordinator with the information needed to determine that you have prior learning that can be considered for the assessment process.
3. If it is determined that you may be considered for the assessment process, you will complete the application and submit the non-refundable \$425 fee for assessment of each course you are pursuing for evaluation.
4. You will be notified by the PLA Coordinator about the method for completing your assessment. The assessment process may include an online preparatory workshop, a credited course, exams, projects or similar methods for assessing your comprehension of the subject content. For instance, an elective in humanities or the social sciences may involve registration in a credited course in addition to a research paper and/or projects that will be evaluated during the assessment. Business courses may require an online preparatory workshop, exams, and projects or research papers in combination to complete the assessment process.
5. You do not receive grades or points toward your GPA. If you pass the assessment, you will be awarded credit, posted as Prior Learning credit on your transcript with a grade of "P." If you do not pass the assessment, you will not receive credit, are not eligible for a refund of the fees and no results will be posted on your transcript.
6. If you have earned Prior Learning credit, you will be charged a transcription fee of \$50.00 for each 3 credit hour course.