

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 Contact

Department Contact

Bldg/Rm#

Choose PLA Department Code

☐ Computer Science & Engineering ☐ Master of Public Admin ☐ Other
☐ Leadership Studies ☐ Modern Languages

If other must provide FOAP

FUND ORG 505250 99888
ACCT PROG

X
Signature of Departmental Chair Date

SECTION 2: REMIT PAYMENT

To make payment select the appropriate QR Code below:

If a specific department was the department code then select this QR code/link and then choose the appropriate PLA Test Type
After payment attach the receipt to your PLA form and turn it in.
(i.e. Leadership Studies 1st attempt as an example. Be sure proper Department and Test Attempt is correct when choosing your item)



If Other was checked email this form to wsubursar@wright.edu and you will be provided a QR Code link to make your payment.
Thank you!

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
_____ Course Number	_____ Course Title	_____ Department
_____ Course Number	_____ Course Title	_____ Department

_____ PLA Award Date	Award "Pass Credit"? <input type="checkbox"/> Yes <input type="checkbox"/> No	X _____ Signature of Department Chair
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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 PLA is Transcribed	X _____ Signature of Registrar Staff
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SPECIAL NOTES

DO NOT WRITE BELOW THIS LINE