



SCHOOL OF UNDERGRADUATE STUDIES

Prior Learning Assessment Application

Name: _____ Date: _____

Address: _____

Phone: _____ E-mail: _____

In order for experiential learning to be considered for credit, the following documentation and prerequisite requirements MUST be met:

1. **Verification of enrollment:** You must be currently enrolled as a degree-seeking student at Regent University and have completed 12 or more hours at Regent University before you are eligible to apply.
2. **Verification of successful completion of experiential learning from a third party.** This may be a certificate of completion, employee training record, a letter from the instructor or the organization sponsoring the course, or your training or personnel office, official description of the program and your participation. Letters of verification must be on company letterhead, which includes the address and telephone number of the company, and must be signed by the instructor or a representative of the training organization.
3. **Verification of contact (classroom) hours.** A minimum of 15 contact hours is required for consideration of PLA credit. Hours may be verified on the certificate of completion or in a letter from the sponsoring agency, training officer or instructor, or on an official course syllabus or brochure (Note: Learning should have been facilitated/administered by a qualified instructor). Letters of verification must be on company letterhead stationary and must be signed by the instructor or a representative of the training organization.
4. **Description of course content.** You should include a description of the course content (syllabus) for each course so that the School of Undergraduate Studies can effectively evaluate the depth and level of the curriculum. The syllabus or official course content description must state the amount of specific instruction hours, homework, and reading materials to verify that it is college-level learning.
5. **Brief Descriptive Essay.** You should describe the nature and context of your learning experience. This essay should be 500 words or less and should focus on what you have actually learned through the experience and not what tasks were performed.

After completing all five steps, you can send this application with the above contents to the contact location below. Your PLA application will be assessed by a faculty/staff member who will determine if the application will be approved or denied. If it is accepted, you will be contacted and given instructions on the development of a PLA portfolio.

ATTN: Lamont Sellers

Regent School of Undergraduate Studies

1000 Regent University Drive

Virginia Beach, VA 23464

lsellers@regent.edu

Fax: 757.352.4685

Phone: 757.352.4385

PLA Evaluator: _____ **Date:** _____

Approved to Submit Portfolio

Not Approved to Submit Portfolio

Comments: _____

