# Prior Learning Assessment Application

<table>
<thead>
<tr>
<th>Last Name</th>
<th>First Name</th>
<th>Student ID#</th>
<th>Date</th>
</tr>
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<table>
<thead>
<tr>
<th>Address</th>
<th>City</th>
<th>State</th>
<th>Zip Code</th>
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<tbody>
<tr>
<td>Phone</td>
<td>Email (Regent only)</td>
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<tr>
<th>Admitted (semester &amp; year)</th>
<th>Total Credits</th>
<th>Anticipated Graduation (semester &amp; year)</th>
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**Major**

**Minor**

## Description of course content:
Include a description of the course content (syllabus) for each course 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.

## Verification of experiential learning and 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 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 stationery, including the address and telephone number, and must be signed by the instructor or a representative of the training organization.

## 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 fully completing this application, you can send all contents to the coordinator listed below. You PLA application will be assessed by faculty/staff member(s) 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 the PLA portfolio.

**Submission, Questions, or more information:**
Regent University Advising, CRB, Suite 122
1000 Regent University Drive
Virginia Beach, VA 23464

Regent University Advising
undergrad-advisors@regent.edu | 757.352.4385

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