Prior Learning Assessment

METRO STATE UNIVERSITY

Complete this form and have it signed by the faculty member, chair, and dean in order to
be registered for Prior Learning Assessment. For questions, please contact the Student-Directed Learning office,
sdl@metrostate.edu.

Accessibility Resources: This document is available in alternative formats upon request, by contacting the Center
for Accessibility Resources, at Accessibility.Resources@metrostate.edu or 651-793-1549. If you need disability-
related accommodations, please contact the Center for Accessibility Resources.

Contact Information

Student Name:

Student ID#:

Metro Email:

Phone:

Major:

Advisor Name:

Course Information

Title:
(maximum of 75 characters):

Term:

Year:

Subject Code:
(for example ICS, PSYC, WRIT)

Grading option:

Number of Credits:

Level:

Will this PLA be equivalent to an existing course?

If yes, course number:

Student Signature to request registration:

Evaluator Information

Evaluator Name:

Tech ID:

E-mail:

Role:

Evaluator Signature:

_____

Department Approval

☐ Approved for Registration

Chair Signature:

_____

College Approval

College:

Cost Center:

☐ Approved for Registration

☐ Approved for Faculty Work Assignment

College Dean Signature:

_____

1. **Competence Statement:** Summarize your proposed course? What learning will you demonstrate?

2. **Learning Outcomes:** What are the specific learning outcomes you have achieved?
    *   If you are proposing a course equivalency, list the course number and the outcomes from the official course description.
    *   If you are proposing that your PLA count for General Education or RIGR, make sure to address those requirements.

3. **Learning Process:** What was your learning process? What were your learning activities?

4. **Resources:** What resources have you used in your learning?

5. **Has your learning been assessed previously?** Have you earned college or university credit for learning in this subject? If so, explain how this proposal is different.

6. **Assessment and Evaluation Methods:**
    ☐ case study
    ☐ certificate/license/exam
    ☐ essay
    ☐ journal
    ☐ objective test
    ☐ observation
    ☐ oral interview
    ☐ portfolio
    ☐ presentation
    ☐ project evaluation
    ☐ reflective paper
    ☐ research paper
    ☐ simulation
    ☐ other (describe):

7. **Who have you consulted on this proposal?**