

**UNIVERSITY OF OKLAHOMA - OFFICE OF THE REGISTRAR  
TRANSCRIPT EVALUATION/BUCHANAN HALL #330  
PRIOR LEARNING ASSESSMENT EXAMINATION APPLICATION (PLA)**

Student Name \_\_\_\_\_ OU ID \_\_\_\_\_

OU Email address (required): \_\_\_\_\_ Student Phone # \_\_\_\_\_

Current Semester: \_\_\_\_\_ Degree College: \_\_\_\_\_ Major: \_\_\_\_\_

I request permission to take the following PLA: \_\_\_\_\_

I believe I am qualified to take this exam for the following reason:

OU Bursar Use Only: \_\_\_\_\_ ECM04500-Org | 608220-Account- | MISCA-Fund | 00015-Function | 00000-Entity

**Regulations Governing the Prior Learning Assessment Examinations:**

1. A University of Oklahoma student is enrolled or who is a former student and eligible to re-enroll may take a Prior Learning Assessment exam for undergraduate credit, provided:
  - A. The subject is not in the field of medicine or law
  - B. The student has not been enrolled in an equivalent course at the college level and received a grade other than "W", and
  - C. The student has not previously failed the same departmental Prior Learning Assessment exam.
2. A student who is enrolled (or pre-enrolled) in a course may earn credit in that course by the Prior Learning Assessment exam up to the end of the second week of class in a regular semester or the first week of a summer session. If a student earns credit in the course by examination, the student may drop the course with no fee assessment, provided the course is dropped within the first two weeks of class in a regular semester or the first week of class in summer session.
3. The amount of Prior Learning Assessment credit that may be awarded is subject to the graduation requirements of the University and the OU degree recommending college in which a student will earn a degree.
  - a. All Prior Learning Assessment exams are given at the convenience of the department concerned. If the student earns a passing grade on the examination, the neutral grade of "S" will be assigned when the course is recorded on the student's record. A passing grade is determined by the academic department that created the test but may be no lower than a "C" by Oklahoma State Regents for Higher Education policy. If a student earns a failing grade on the examination, no grade is recorded, and the student may not receive credit for a repeat of an examination previously failed.
  - b. Credit by Prior Learning Assessment examination is limited to equivalent fields offered in residence at the University of Oklahoma, and the amount of credit in a course may not exceed that of the same course at the University of Oklahoma
  - c. The non-refundable fee for each examination is \$75.00 per credit hour.
  - d. The Academic Regulations Committee is responsible for hearing any appeals in hardship cases of students not meeting the condition and regulations governing Prior Learning Assessment exams.

I have read the regulations governing the PLA exam and sign my electronic signature as acknowledgement:

\_\_\_\_\_  
Signature of student

\_\_\_\_\_  
Date

If permission is required to take this exam, please provide the endorsement/signature of the Department Chair or designee below:

\_\_\_\_\_  
Signature of Chair/Designee

\_\_\_\_\_  
Date

<p><b>For departmental office use only after grading:</b></p> <p><b>Grading of exam is completed upon signature of grader and posting to OU Transcript;</b></p> <p><b>Signature of grader:</b> _____ <b>Pass</b> ____ <b>Fail</b> ____ <b>Date</b> _____</p>
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