

OFFICE OF ACADEMIC RECORDS  
THE UNIVERSITY OF OKLAHOMA  
APPLICATION FOR PRIOR LEARNING ASSESSMENT EXAMINATION (PLA)

Student Name \_\_\_\_\_ OU ID Number: \_\_\_\_\_

Student OU Email Address (required): \_\_\_\_\_

Student Telephone Number: \_\_\_\_\_ Semester First Enrolled at OU: \_\_\_\_\_

Semester Last Enrolled at OU: \_\_\_\_\_ Semester of Current Enrollment: \_\_\_\_\_

Student College: \_\_\_\_\_ Student Major: \_\_\_\_\_

I request permission to take a PLA examination in:

Course Title: \_\_\_\_\_

Department Code: \_\_\_\_\_ Course Number: \_\_\_\_\_ Number of credit hours seeking: \_\_\_\_\_

Billing Account: \_\_\_ Prior Learning – Acct #122751500; 63612; 5801

\_\_\_ Main Campus – Acct #191813400; 63665; 4108

I certify that I am a University of Oklahoma student in good standing and that I have not enrolled in this course for credit in an institution of collegiate rank and received a grade other than “W”. I have never failed an OU departmental PLA examination in this course and I believe that I am qualified to test out of this course for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

I understand that if I meet the departmental requirements to this examination, credit for the examination will be recorded on my OU transcript in the Office of Academic Records.

I also understand that a fee of \$50 will be charged **per** credit hour earned from each PLA examination taken, and that if I am later denied credit for the examination for any of the reasons contained within the regulations governing these examinations, this fee is non-refundable.

I have read the regulations governing the PLA examinations which are on the back of this form.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Student

If permission is required to take this exam, please provide the endorsement of department below:

I recommend that this student be permitted to take this Prior Learning Assessment exam.

\_\_\_\_\_ Date \_\_\_\_\_  
Signature of Chair or designee

**For Departmental office use only after grading:**

**Grading of examination is completed upon signature of grader and grade posting to OU Transcript:**

**Signature of grader:** \_\_\_\_\_

**Please check the appropriate box for grade:**

\_\_\_\_\_ **Pass**      \_\_\_\_\_ **Fail**      \_\_\_\_\_ **Today's Date**

OFFICE OF ADMISSIONS AND RECORDS  
THE UNIVERSITY OF OKLAHOMA  
REGULATIONS GOVERNING PRIOR LEARNING ASSESSMENT EXAMINATIONS

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:

- (1) The subject is not in the field of medicine or law
- (2) The student has not been enrolled in an equivalent course at the college level and received a grade other than "W", and
- (3) The student has not previously failed the same departmental Prior Learning Assessment exam.

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.

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.

- (1) 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.
- (2) 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.
- (3) The non-refundable fee for each examination is \$50.00 per credit hour.
- (4) 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.