Prior Learning Assessment Contract
To be used for undergraduate matriculated and graduate non-matriculated students who are seeking credit.

Name: ____________________________  Student ID: __________________________

Major or Program: _______________________________________________________

Email: ____________________________  Phone: __________________________

Undergraduate:
Degree-seeking undergraduate students may earn a maximum of 60 PLA credits. No more than 50% of credit-by-examination, portfolio, and transfer credits may be applied towards the major or minor. The remaining 50% must be completed at Chatham. As many as 6 credits earned through the portfolio development program may count towards Chatham University’s residency requirement. Credit may not be granted for Physical Education (PED) or Student Development (SDE) courses.

Graduate Students:
Degree-seeking graduate students may earn no more than 20% of their degree requirements through the use of PLA or transfer courses. Credit may be awarded either through the development of a portfolio or by attaining a passing score on a challenge exam. Credit may only be awarded for learning acquired prior to matriculation.

Please complete the following section:

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Course Title</th>
<th>Credit Hours</th>
<th>Advisor Signature (required)</th>
</tr>
</thead>
</table>

I understand that:
By registering for PLA at Chatham University, a student incurs a legal obligation to pay applicable charges for tuition & fees. My signature indicates that I accept financial responsibility for each registered course and agree to pay accordingly. If such action is required, I will be liable for all collection fees, attorney fees, and court costs. Additionally, participation in this process must be approved by the appropriate school personnel prior to participation (Step One).

I have read and agree with the above Statement of Understanding:

_______________________________________________________
Student Signature (MUST BE A HANDWRITTEN SIGNATURE)     Date

Approvals Required to Begin the PLA Process (Step One):

Department Chair (undergraduate) or Program Director (graduate)/Date

Academic Dean/Date

Once credit is awarded and confirmed by the appropriate school, this form will be administratively forwarded to the University Registrar’s Office for processing (Step Two).

Administrative Use:

<table>
<thead>
<tr>
<th>Supporting Documents Submitted and Attached to Record</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit Posted to Transcript/Date</td>
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