

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:

Course Code	Course Title	Credit Hours	Advisor Signature (required)

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:	
Supporting Documents Submitted and Attached to Record	
Credit Posted to Transcript/Date	