



## **Transfer and Prior Learning Assessment (PLA) Evaluation Procedure**

### **Purpose**

According to UMT *Transfer Credit and Prior Learning Assessment (PLA) Policy*, this procedure establishes a unified, academically governed process for evaluating transfer credit and Prior Learning Assessment (PLA) to recognize verified college-level learning while maintaining academic integrity, consistency, and program quality. Credit is awarded for demonstrated learning, not for experience or time spent.

### **Responsible Authority**

The Office of Academic Affairs is responsible for all transfer credit and PLA evaluations, with review by qualified faculty or subject-matter experts as appropriate.

### **Scope of Evaluation**

This procedure applies to:

- Transfer credit from accredited or equivalent institutions
- Prior learning acquired through certifications, military training, corporate or professional training, and other formally evaluated learning
- Course substitutions without credit, where learning outcomes are met

### **Eligibility – Transfer Credit**

Transfer credit may be considered from regionally or nationally accredited institutions recognized by the U.S. Department of Education or equivalent international authorities. Decisions are based on academic merit and learning outcomes and are not denied solely due to institutional type or accreditation source.

### **Eligibility – Prior Learning Assessment (PLA)**

PLA evaluates documented learning acquired outside traditional academic coursework. Eligible sources include industry-recognized certifications, ACE- or NCCRS-evaluated military or corporate training, standardized examinations, and other formally assessed learning. Work experience alone does not earn academic credit; however, course substitution without credit may be granted when outcomes are met.

### **Documentation Requirements**

Students must submit appropriate documentation to support evaluation, which may include official transcripts, ACE or NCCRS recommendations, training records, certificates, standardized test scores, military records, or portfolio evidence. Documentation requirements are published and communicated clearly.



### **Evaluation Criteria**

All transfer and PLA evaluations are based on the following criteria:

- Learning is college-level in depth and rigor.
- Learning outcomes align with specific UMT course or program outcomes.
- Credit does not duplicate previously awarded credit.
- Decisions are applied consistently across programs and students.

### **Evaluation Process**

1. Student submits request and required documentation.
2. Office of Academic Affairs conducts initial review.
3. Qualified faculty or subject-matter experts evaluate learning against course outcomes.
4. Determination is documented and approved.

### **Decision Outcomes**

Based on evaluation, the Office of Academic Affairs may:

- Approve transfer or PLA credit
- Grant course substitution without credit
- Partially approve credit
- Deny the request

### **Credit Limits**

Credit awarded through transfer and PLA is subject to institutional and program-level limits defined in policy and applied at a level appropriate to the credential sought.

### **Fees**

A non-refundable evaluation fee may be assessed based on services performed, as published in the Tuition and Fees Schedule.

### **Notification and Recordkeeping**

Students are notified in writing of all decisions. Approved credit and substitutions are recorded in the student's academic record and Individualized Learning Plan (ILP) with appropriate notation.

### **Appeals**

Students may submit a written appeal within 30 days of notification. Appeals are reviewed by the Office of Academic Affairs. Appeal decisions are final and applied consistently.