

# Student Pathway to Prior Learning Assessment at UNB

(Undergraduate Programs)

Prospective Students



[Apply](#) to a UNB Program

Students in a UNB Program



1. Read the UNB [Guidelines](#) for PLA

2. **Meet with the Coordinator for PLA:** *to set up an appt: call (506) 458-7976*

- Bring your detailed resume to the meeting
- Discuss the process with the Coordinator and determine your eligibility
- Look at your skills and knowledge in relation to UNB courses and programs
- Look at applicable courses that are open to PLA
- **Meet with your academic advisor to determine how PLA will fit within your program**
- Do a self-audit

3. **Prepare for PLA submission**

- Consult with the faculty making the assessment to determine if a faculty member is available to make an assessment
- Use the online PLA Toolbox (*register through the College of Extended Learning*) to guide you in your PLA preparation
- Obtain course outlines or clear guidelines on what will be needed to demonstrate your learning
- Consult with the PLA Coordinator as you prepare your submission

4. **Apply for PLA**

- Complete the PLA Application Form
- Pay the PLA assessment fee (non refundable) at the College of Extended Learning: *payable to UNB*
- Keep a *copy* of the PLA documentation for your own records – keep all “originals”
- Submit your PLA documentation to the PLA Coordinator at the College of Extended Learning

5. **PLA documentation is sent to the faculty(s) for assessment**

- The assessment(s) may take up to 3 months depending on the complexity of the review and the availability of an assessor at any given time

6. **Subject matter expert(s) will conduct the assessment(s)**

7. **Assessment results are sent to the PLA Coordinator**

- PLA results are recorded and formal documentation is prepared and distributed by the College of Extended Learning

8. **Assessment results are sent to the student, faculty and Registrar**

- Any earned credit will appear at the top of the student transcript of record as transfer credit, as long as the credit is applicable to the student’s current academic program
- Or
- Earned credit will be added to a student file pending admission to a program to which the credit can be applied

*Note: You should contact the Admissions office to ensure earned credit that is not on a transcript is included with subsequent admission assessments to determine if the credit applies to your new program*