

VIUFA PLA REGISTRATION FORM

Assessment of a Single course

Student name: _____ Student ID: _____

(Please print)

Student Signature: _____

Tick one of these: Currently Enrolled or Not Currently Enrolled

VIUFA FACULTY, PLEASE COMPLETE THIS SECTION AND SUBMIT TO DEAN'S OFFICE:

Course Name: _____

Course Code: _____ Section Code: _____

(assigned by Records Department)

Assessment start date: _____ End date (estimated): _____

Complete one of the following for either:

1. Portfolio Method of Assessment:

(includes advising, developing assessment tools, assessment)

Course Credits: _____ Fee (see below): _____

\$250.00 for 3 Credits, pro-rated as follows:

\$ 83.34 for 1 CR \$333.34 for 4 CR

\$125.00 for 1.5 CR \$500.00 for 6 CR

\$166.67 for 2 CR \$750.00 for 9 CR

Rate for co-op is \$500 per course. (Domestic and Int'l Students Please note: All fees are subject to periodic review)

2. Challenge Exam Method of Assessment:

Pre-existing Exam Format Fee: \$50.00

(may include minor revisions to existing assessment tool)

Customized Exam Format Fee: \$100.00

(exam specifically designed for this assessment)

Instructor name: _____ Signature: _____

(Please print)

ADMINISTRATIVE APPROVAL – PLEASE SIGN AND SUBMIT TO RECORDS DEPARTMENT:

Dean's name: _____ Signature: _____

(Please print)

- Records – please set up with PLA CC 6326, program code PLA.
- Faculty reimbursement will be initiated by the Manager of Student Affairs upon receipt of the Summary of Results form from Records.

Associate Vice President, Student Affairs: _____

(Faculty Reimbursement Approval)