

## Assessment of Prior Experiential Learning (APEL) Agreement Form

I understand the following concerning APEL at Eastern Oregon University:

- Following satisfactory completion of APEL 390, I have the option of having my first Learning Essay packet submitted to the faculty reader (in the discipline of my Learning Essay topic) for evaluation and recommendation of further credit. This first essay will be sent to the Advising Center through my APEL 390 instructor. My second and all future essays are to be submitted to the Advising Center through my academic advisor.
- I understand that time and costs are involved in faculty evaluations of learning essays. Therefore, I agree to promptly pay for all APEL Learning Essay awarded credits applicable to the degree I am pursuing at a rate of \$50 per credit. I understand that payment is due upon receipt of my bill for the credit award. I also understand that failure to pay for the credits awarded within 90 days following receipt of my bill will result in my account being assigned to collection for follow-up.
- I understand that financial aid can cover the cost of the APEL 390 course, but will not cover any credit awarded through the evaluation of the Learning Essays by EOU faculty.
- I further understand that submission of my APEL Essay Packets to faculty readers must be done within one year following the term in which I take the APEL 390 course. An example of the completion timeline is as follows:

Term APEL 390 Taken	Due Date for Completed Essay Packet(s)
Fall	December 15 of the following year
Winter	March 15 of the following year
Spring	June 15 of the following year
Summer	September 15 of the following year

- I understand that if I have successfully completed APEL 390 and my APEL Essay Packets are not all submitted by the end of that year, I have the following options:
  - At a cost of \$100, I may restart the APEL Learning Essay Packet development process. I am responsible for reviewing the packet and discussing this decision with my advisor to ensure I am current on any new portfolio essay criteria.
  - I may retake APEL 390 online or onsite at full cost. I understand that I will not receive credits applicable to my degree for taking the course a second time. I also understand that if I complete this course a second time, this time with an unsatisfactory grade, the unsatisfactory grade will replace my original satisfactory grade.
- To reinstate I will send a new copy of this form and fee to my advisor. Once the form and fee have been processed, I will be given another year to complete my Essay Packets.

This agreement was submitted to the APEL 390 Instructor during the student's first term in APEL 390.

I, \_\_\_\_\_, understand this agreement will expire on \_\_\_\_\_.  
(please print) (term/year)

This agreement and \$100 fee was submitted to the academic advisor when filing for reinstatement of one additional year to complete APEL Essay Packets.

I, \_\_\_\_\_, understand this agreement will expire on \_\_\_\_\_.  
(please print) (term/year)

\_\_\_\_\_  
 APEL Instructor Signature and Date

\_\_\_\_\_  
 Student Signature and Date

\_\_\_\_\_  
 EOU Student ID

**For Fire Service Administration Majors:** I understand that portfolio essay credits earned for Basic and Advanced FSA institute topics will meet degree requirements in the FSA major at EOU, but cannot be applied toward Oregon's DPSST certification.

\_\_\_\_\_  
 Student Signature and Date

**For students admitted to another institution that has a collaborative agreement with EOU:** I am admitted to:

\_\_\_\_\_ (identify institution) and will confirm with my academic adviser at that institution that potential credit awarded through the APEL process will fit into my degree-completion plan.

\_\_\_\_\_  
 Student Signature and Date