

PRIOR LEARNING ASSESSMENT

RECORDS OFFICE

Credit may be granted for the learning proficiencies acquired through previous training, work or life experiences.

Please Print or Type

Last Name	First Name	Student ID	Phone Number
Address	City	State	Zip Code
		Email	

PROCEDURE:

- 1) Complete the student portion of this form and meet with an Advisor to discuss specific courses which meet your degree requirements and the method you wish to pursue for alternative academic credit.
- 2) If necessary, the Academic Dean, or designee, will assign an evaluator who will review the documentation provided by the student. The Evaluator will return the results to
 - a) Advisor if none of the courses were approved *or*
 - b) Academic Dean if any of the courses were approved
- 3) If the results of the evaluation are satisfactory,
 - a) The form will be forwarded to the Cashier's Office and the student will be billed the appropriate fee, as applicable.
 - b) Following payment, the Student Records Office will post the credit "CR" to the student's transcript. *Please note that "CR" grades may not be acknowledged when transferring to another college.*
 - c) A copy of the completed form will be stored in the student's digital academic record.
- 4) If the results of the evaluation are unsatisfactory, the student will be provided notification via email and/or phone.
- 5) A copy of this form may be requested by the student at no charge to the student.

STUDENT INFORMATION:

I wish to obtain credit for these course(s) based on previous training, work or life experience.

Catalog #	Course Title	Credit	Awarded	Catalog #	Course Title	Credit	Awarded
			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No
			<input type="checkbox"/> Yes <input type="checkbox"/> No				<input type="checkbox"/> Yes <input type="checkbox"/> No

Student signature: _____ Date: _____

EVALUATION:

Documentation must be attached

Type	Description	Fee
<input type="checkbox"/> Competency Based Education (CB)	Credits awarded for competency based education derived from a system of instruction, assessment, grading, and academic reporting; based on students demonstrating they have mastered the knowledge and skills.	\$45 per Course ¹
<input type="checkbox"/> Credit by Exam (EX)	Institutional Credit by exam; Credit awarded for knowledge-based or juried examinations, including proficiency and challenge examinations; institutionally developed and enabling students to earn credit through various methods of testing administered by institutional faculty and approved by academic unit(s).	\$25 per course ²
<input type="checkbox"/> Military Credit (MC)	Credit awarded for non-MTAG military coursework, training, or experience.	No Charge
<input type="checkbox"/> Portfolio PLA (PP)	Credit awarded through student produced, faculty assessed documentation of college-level learning gained through work and other experiences; may not have resulted in other assessments or certifications.	\$45 per Course
<input type="checkbox"/> Other institutional PLA (PO)	Credit awarded through review of certifications, licensure or other demonstrable competencies gained through prior experience(s).	\$45 per Course
<input type="checkbox"/> Other (OT)	Credit awarded from non-educational institution sources not covered by other codes.	\$45 per Course

Notes: 1. No charge for High School Articulation Agreements. 2. Course fee must be paid prior to administration of exam.

Evaluator signature: _____ Date: _____

Academic Dean/Designee signature: _____ Date: _____

Do not mark below this line. For administrative use only.

VERIFICATION:

Total Courses _____ x \$ _____/course = \$ _____	Amount Paid	<input type="checkbox"/> No Fee	Cashiers official signature _____	Date _____
Total Credit Hours (CR) Awarded _____			Records official signature _____	Date _____