

# Application for Prior Learning Assessment (PLA)\*

please print (complete top portion and sign)



- Departmental Exam  
  External Exam  
  Dual Credit  
  Prior Certifications  
  Military Training

Major/Program of Study \_\_\_\_\_

Name \_\_\_\_\_ WS ID \_\_\_\_\_  
LAST FIRST MIDDLE INITIAL

Address \_\_\_\_\_  
STREET CITY STATE ZIP

SIGNATURE OF STUDENT \_\_\_\_\_ DATE \_\_\_\_\_

\*Prior Learning Credit awarded is included toward attempted hours allowed for Financial Aid.

\*\*This form must be submitted to the Student Records Office by the divisional dean.

## Departmental Exam

### Eligibility Requirements for Departmental Exams

- Enrolled and in good standing at Walters State.
- Must have declared a major.
- Consulted with divisional dean about the advisability of seeking PLA credit.
- Course(s) in which PLA credit is sought are directly applicable to curriculum requirements.
- Provided documentation and rationale demonstrating the requisite knowledge and skills for the course for which PLA credit is sought.
- Pre-requisites for the course for which PLA credit is sought must have been successfully completed.
- If seeking PLA credit for course with a lab the lecture must have been completed.
- Cannot seek PLA credit for use as a course repeat from any institution.
- Cannot PLA a course you are already enrolled in.
- Followed all procedures to request PLA credit.
- May not pursue Credit by Examination where credit in an equivalent or more advanced course has been earned or a course successfully completed (including audited courses).
- May not pursue Credit by Examination for a course more than once.
- Examinations must be scheduled and applied for through the divisional dean at an agreed upon time and place.

### Process to Request Credit by Departmental Exams:

1. Obtain the **Request for Credit by Examination Form** from Division Offices.
2. Submit the form to the appropriate divisional dean or his designee. *Request may be denied if the divisional dean or designee determines that the student does not have a valid basis for the request. The decision of the divisional dean is final.*
3. Pay the \$25 examination non-refundable fee to the Cashier's Office and present the receipt to the test administrator.
4. Score a minimum of 75% on the exam to earn credit.
5. If minimum score is received, the appropriate division will forward the information to Student Enrollment Services for transcription of credit.

## External Exam

### Process to Request Credit by External Exam:

I am requesting credit based on official scores/transcript from the following exam(s):

- ACT  
  SAT  
  AP  
  CLEP  
  CPS/CAP  
  DSST  
  Excelsior

COURSE PREFIX AND NUMBER \_\_\_\_\_ COURSE TITLE \_\_\_\_\_ TEST SCORE \_\_\_\_\_

COURSE PREFIX AND NUMBER \_\_\_\_\_ COURSE TITLE \_\_\_\_\_ TEST SCORE \_\_\_\_\_

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COURSE PREFIX AND NUMBER \_\_\_\_\_ COURSE TITLE \_\_\_\_\_ TEST SCORE \_\_\_\_\_

SIGNATURE OF DIVISIONAL DEAN \_\_\_\_\_ DATE \_\_\_\_\_

## Dual Credit

### Process for Dual Credit Recognition:

1. Earn at least a "C" final grade in the high school course(s) equivalent to the Walters State course(s).
2. Complete the **Permission to Test for Dual Credit Application** and submit it to Walters State Coordinator of High School Programs.
3. Submit a copy of high school transcript verifying completion of required high school course(s).
4. Submit a check/money order of \$25 payable to Walters State for the test.
5. Complete Dual Credit Course Competency Test with a minimum score of 70% by the end of the Walters State summer semester following high school graduation.

\_\_\_\_\_  
SIGNATURE OF WALTERS STATE COORDINATOR OF HIGH SCHOOL PROGRAMS

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF DIVISIONAL DEAN/FACULTY MEMBER FOR TESTING

\_\_\_\_\_  
DATE

## Prior Certifications

### Eligibility Requirements for Prior Certifications:

- Demonstrate and validate credit for learning acquired outside of the classroom.
- Show relevance to the certificate or degree program in which enrolled.
- Provide documentation of work performed. Documentation may include but is not limited to:
  - a. Work samples or other evidence showing competency for each course outcome listed on the syllabus for the course(s) in which credit is being requested. Attach course syllabus to documentation. Permission to share work samples must be obtained from the current supervisor or prior supervisor.
  - b. Job descriptions of all positions demonstrating work experience in an area related to the course(s).
  - c. Expanded resume showing work experience. Include name, work phone, and email address for each supervisor and permission to contact current and former employers.
  - d. Letter of confirmation/recommendations from current supervisor
  - e. Awards, honors, industry certifications.
  - f. Certificates of training.

### Process to Request Certifications Review for Credit:

1. Complete the Walters State admissions process.
2. Meet with academic advisor to determine if earning credit through the PLA portfolio option is appropriate.
3. Meet with the divisional dean to get information about the format and contents of the portfolio to be submitted.
4. Submit the completed form and portfolio to the divisional dean.

I am requesting my documentation be reviewed for consideration of course credit.\*

*\*Students seeking an AAS degree may be required to earn college credit from Walters State towards that degree before seeking PLA credit toward the degree.*

\_\_\_\_\_  
SIGNATURE OF ACADEMIC DEAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
SIGNATURE OF DIVISIONAL DEAN

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COURSE PREFIX AND NUMBER

\_\_\_\_\_  
COURSE TITLE

\_\_\_\_\_  
COURSE PREFIX AND NUMBER

\_\_\_\_\_  
COURSE TITLE

## Military Training

### Eligibility Requirements for Military Training

- If military experience, education, and/or training are equivalent to a course that fulfills a general education or degree program requirement, the course credit will count toward graduation. Otherwise, appropriate course credit will be granted for elective credits.
- If credit is not awarded through ACE recommendations, Walters State will offer veterans and service members an opportunity for PLA through another PLA option.
- Walters State's office of Student Records will provide veteran and military service members relevant information on awarding college credit for military education, experience, and/or training.
- Walters State will provide contact information to veteran and military service members to the appropriate office for evaluating and awarding credits.

### Process to Request Credit by Military Training:

1. Request Joint Services Transcript to be sent to Walters State Community College.