

**APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)**

Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SID# \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FOR STUDENTS: READ THE FOLLOWING GENERAL POLICY CAREFULLY**

* For Course Challenge or (non-crosswalked) Industry Certifications and Licensures credit will be granted only if student is presently attending WVC and has 15 transcripted credits with a 2.0 or better GPA.
* For AP, CLEP, DSST, IB, (crosswalked) Industry Certifications and Licensures or Military credit, there is no credit or GPA requirements.
* No assurances of the number of credits awarded can be made prior to review.
* Credit may not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
* Fees **must** be paid in advance and payment of fees does not guarantee the award of credits.
* A WVC course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the course.
* Credit may be used to meet appropriate graduation requirements.
* PLA credit is limited to a maximum of 30 credits (crosswalks/challenge exams) required for WVC degrees or certificates. For all workforce programs it is limited to 25% of total credits for degree or certificate.
* Transferability of credit will be subject to the policies of the receiving institution.

*I request assessment for prior learning as indicated below. I have read and understand the general policy as outlined, and understand that* ***payment of fees is nonrefundable and does not guarantee award of credits****. I further understand that credit awarded will be posted to my transcript at the end of the grading period in which approval is granted.*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (*This application is valid for one year from date received.)*

Student Signature Date

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **FEES DUE *(Office Use Only)*** | | | | | | | | |
| **Type of Assessment *(no fees due)*** | | | **Type of Assessment *(nonrefundable fees)*** | | | | | |
| □ Advanced Placement (AP) | | | □ Course Challenge # of credits x $10 = $  Application Fee $25 | | | | | |
| □ College Level Exam Program (CLEP) | | | □ Industry Certifications or Licensures # of credits x $10 = $  Application Fee $25  (No established crosswalk) | | | | | |
| □ DANTES (DSST) | | | □ Lab Fee Lab costs $ | | | | | |
| □ Industry Certifications or Licensures  (Has established crosswalk) | | |  | | | | | |
| □ International Baccalaureate (IB) | | |  | | | | | |
| □ Military Education & Experience | | | TOTAL DUE $ | | | | | |
| **FEE PAYMENT *(to be completed by Cashier)*** | | | | | | | | |
| Cashier initials (attach copy of receipt) Amount Received: $ | | | | | | | | |
| **REPORT OF PRIOR LEARNING CREDIT AWARD** | | | | | | | | |
| Faculty Evaluator Name (Please Print) | | | | | | | | |
| Course # | Course Title | Credits | | Grade | Faculty Signature | Date | Dept Chair Signature | Date |
|  |  |  | |  |  |  |  |  |
|  |  |  | |  |  |  |  |  |

8/16 pkelley

**WHO DO I CONTACT?**

**GENERAL INFORMATION**

Do you have questions, but not enough time to meet with a counselor, faculty advisor, ed planner or completion coach? Are you unsure who you should contact? For questions contact Pam Kelley, PLA Coordinator at [pkelley@wvc.edu](mailto:pkelley@wvc.edu) or 682-6632.

**ADVANCED PLACEMENT (AP): Contact Admissions/Registration Office**

Credit for minimum scores on AP exams given by the College Board is awarded upon receipt of official score reports. Official score reports should be submitted to the Admissions/Registration Office along with the PLA Application. AP credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course.

**COLLEGE LEVEL EXAMINATION PROGRAM (CLEP): Contact Admissions/Registration Office**

WVC will award credit for demonstrating competency in a broad subject area or a specific course through the College Board for College-Level Subject Exams (CLEP) crosswalk. The most appropriate course equivalent is determined case-by-case by the appropriate department.

**COURSE CHALLENGE: Contact PLA Coordinator**

Student who wishes to apply for a course challenge must be interviewed and approved through the instructional department. A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the WVC course. Not all courses are available for challenge and not all departments offer challenge exams.

**DANTES Subject Test (DSST): Contact Admissions/Registration Office**

Credits from Defense Activity for Non-Traditional Education Support Subjects Standardized Tests (DSST) examination program offered by Educational Testing Services are accepted.

**INDUSTRY CERTIFICATION OR LICENSURES: Contact PLA Coordinator**

Individuals who have completed training through non-degree awarding agencies or institutions may apply for evaluation of credit. Examples include recognized nursing and fire science training, etc. Official documentation of training or licensure is required. All certifications or licenses must be current and valid and training must be documented with ACE National Guide to College Credit for Workforce Training.

**INTERNATIONAL BACCALAUREATE (IB): Contact Admissions/Registration Office**

WVC will award credit for Higher Level International Baccalaureate exam. When there is no specific course the most appropriate course equivalent is determined case-by-case by the appropriate department faculty.

**MILITARY EDUCATION AND EXPERIENCE: Contact Veterans Office**

The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Credit may be granted for satisfactory completion when it is specific and applicable to the student’s program or degree.

8/16 pkelley