Request for Award of Prior Learning (PLA) Credit

PLA Credit Assessment Documentation

**Questions about PLA and credits awarded can be directed to the Department Chair
of your major or the PLA Coordinator.**

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1. Students requesting review of prior learning credit(s) must:

- The student must meet with the appropriate department chair to initiate the PLA credit process.
- The student must take this form to the Cashier's Window for payment. The cost of PLA Portfolio and Proficiency Exam/Challenge Exam credit is ½ the amount of the tuition for the course. For example, if the course is 4 credit hours, the student would pay for 2 credit hours. Only the Proficiency Exam/Challenge Exam and PLA Portfolio are charged the ½ of tuition amount. See the Stark State College Policy and Procedures Manual Policy no. 3357:15-18-09.
- For the Proficiency Exam/Challenge Exam, the student will make arrangements with the appropriate department chair to take the exam. The department chair will make arrangements for the test to be administered with a faculty member. After the exam is taken, the faculty member will record Pass or Fail and forward the form to the PLA Coordinator for processing. A student who has received credit by proficiency will not be required to take additional credit hours in lieu of the credit hours earned by Proficiency Exam/Challenge Exam. The privilege of attempting to demonstrate proficiency by examination is limited to a single attempt per course.
- If the student is seeking credit via the PLA Portfolio, the student must meet with the PLA Coordinator to review the PLA Portfolio process and develop an appropriate plan. The PLA Coordinator is Beth Williams: bwilliams@starkstate.edu or 330.494.6170 ext. 4148. If the PLA Coordinator is unavailable, contact the Registrar, Pam Arrington: parrington@starkstate.edu or 330.494.6170 ext. 4211. The student must review the Prior Learning Credit Assessment Handbook and utilize it to develop the PLA Portfolio. A PLA Portfolio must be developed for each course for which a student seeks credit.
- See the Stark State College Policy and Procedures Manual Policy No. 3357:15-13-25 for the policy on credit for Professional Exams, Licensure, or Certifications.

Documentation of any form of PLA must accompany this request form.

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2. To Be Completed by Student (Please print using blue or black ink only):

Name:

| **Last** | **First** | **MI** |

SSC STUDENT ID: _____   SSC email: _____

Degree Program Name: _____   Credit Hours Completed in Degree

Refer to MAP on *mystarkstate* to locate degree name and credit hour information.

Student Signature: _____   Date: _____

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3. To be Completed by Student with Assistance from PLA Coordinator or other Administrator:

Forms of PLA evidence:

Current Professional Licensure or Certification

Completion of Formal Training/Certificate – including non-credit training

Military Transcript/ACE Transcript

Portfolio (see PLA Coordinator for Portfolio requirements)*

Divisional Proficiency Exam/Challenge Exam*

Personal Interview/Bypass Prerequisites Course:

CLEP or AP

*Item includes a cost. Refer to section one of this form for the amount.

4. Courses Requested for Prior Learning Credit Assessment (attach curriculum sheet(s) if appropriate):

Course Number	Course Name	Credit Hours

Total Credit Hours:

5. Personal Interview/Bypass Prerequisites Documentation. Include document attachment(s) if needed.

For College Use Only:

Proficiency Exam (circle one):   Pass   Fail
Portfolio Rubric Score:
Attach the completed rubric to this form.

Instructor/Proctor Signature: Date:

Program Coordinator Signature: Date:

Department Chair Signature: Date:

Divisional Dean Signature: Date:

SSC Equivalent Course	Credit Hours	Accept Credit	Decline Credit

If the request or credit is declined, provide the rationale here. Include an attachment(s) if additional space is needed.

Submitted to PLA Coordinator for Tracking   Date Entered: Initials:

Registrar's Office Posts to Student Record   Date: Initials: