

DMAT PRIOR LEARNING ASSESSMENT

Requirements*

A Student who can demonstrate ability and knowledge in a particular subject area may establish credit in certain courses without enrolling in them. This can be done by completing a proficiency examination or completing a project, or both, subject to department chair approval.

Not Eligible if...

If a student has enrolled in the course, the student is not eligible to take a proficiency examination for the course after the sixth business day of the semester (16, 10, 8, and 5) or week.

Grading

Pass/Fail grade is established based upon at least 70% accuracy and forwarded to the Registrar.

Cost

Examinations are half the cost of the equivalent course.

I am interested, what next?

1. Download the DMAT Prior Learning Assessment Packet from MyStarkState, your Instructor, Department Chair, or the Proficiency Examination Coordinator.
2. Complete the packet and make a payment to the Cashier's Office.
3. Email or send hard copy of the completed packet and proof of payment to the Proficiency Examination Coordinator.
4. Next, schedule an examination date – virtual or in person.

Contact the Proficiency Exam Coordinator

Amy Tracy, MBA, MOS

atracy@starkstate.edu

330.494.6170/4184

** Examinations are available for most AOT and ITD courses.*



Stark State
COLLEGE

Stark State College

Provost's Office

6200 Frank Ave NW, North Canton, OH 44720
(330) 494-6170 | Fax-(330) 966-5465
www.starkstate.edu

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.

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 PLA application and process must be completed and approved prior to the student enrolling in the respective course(s).
- 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 $\frac{1}{2}$ 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 $\frac{1}{2}$ 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.

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 Prerequisite 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.

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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 for credit is declined, provide the rationale here. Include attachment(s) if additional space is needed.

Submitted to PLA Coordinator or Tracking Date Entered: _____ Initials: _____

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