

**Part 1. Student Information, Eligibility, and Criteria**

Student Name	First	MI	Last	ACC ID#
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1. PLA credit may only be awarded if student has successfully completed a minimum of 6 hours of ACC course work and is currently enrolled after the census date of the requesting semester.
2. PLA credit will only be awarded as it applies to a current ACC program of study.
3. PLA is noted with a grade of "S" for the semester hour value and is not calculated in the institution's grade point average (GPA).
4. A maximum of 24 hours can be awarded for prior learning. These hours will not be counted toward resident credit.
5. Award of prior learning assessment at ACC does not guarantee transfer of such credit to other colleges and universities.

I understand I am responsible for determining transferability of this credit by contacting the institution(s) to which I plan to transfer. I have submitted official records and documents for evaluation to the Office of College and Career Pathways.

\_\_\_\_\_  
**Student Signature**

\_\_\_\_\_  
**Date**

**Part 2. Submit Application for Prior Learning Assessment to the Office of College and Career Pathways (A227).**

CCP Recommendation: [ ] Review Approved [ ] Review Denied

\_\_\_\_\_  
**CCP Office Official Signature and Date**

**Part 3. Submit approved application and supporting documents to Department Chair** (checklist per SACS criteria)

- Attach documentation of faculty qualification to teach at appropriate degree level (if applicable).
- Attach copies of AARTS and/or SMART transcript.
- Attach documentation of equivalency of clock hours to ACC credit hours. (i.e. 15 clock hours = 1 ACC SCH) (if applicable)

ACC Course Prefix	ACC Course # 1301	Sem. Hours 3.0	Notes

\_\_\_\_\_  
**Department Chair's Signature**

\_\_\_\_\_  
**Date**

Dean's Recommendation: [ ] Approved [ ] Denied

\_\_\_\_\_  
**Dean's Signature and Date**

Vice President of Instruction: [ ] Approved [ ] Denied

\_\_\_\_\_  
**VPI Signature and Date**

Registrar's Office: Date Transcribed \_\_\_\_\_ Posted by \_\_\_\_\_