

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). Credit by Departmental Exam will be noted with a grade of A, B, or C.
4. A maximum of 24 hours can be awarded for prior learning. These hours will not be counted toward resident credit, with the exception of ACC Continuing Education Mirror courses.
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. Fees

The fee for each **evaluation** is \$50.00 per credit hour. Request for evaluation does not guarantee college credit. The evaluation fee is non-refundable and is payable at the Cashier's window in A-Bldg. _____ (Student initials).
Evaluation Total: _____ CCP Initials: _____

Part 4. Submit approved application and supporting documents to Department Chair (checklist per SACS criteria)

- Attach documentation of content and level of instruction (if applicable).
- Attach documentation of faculty qualification to teach at appropriate degree level (if applicable).
- Attach American Council on Education or National College Credit Recommendation Service documents (if applicable).
- 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	Source: PLA Credit to be Evaluated (check appropriate box and provide grade for mirror coursework and departmental exam)			
			CEU/WEEM "Mirror" Coursework	Industry Certifications (ACE)	Career Portfolio (Work Experience)	Departmental Exams/Foreign Language

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

Business Office/Cashier's Window: Amount Paid \$ _____ Receipt Number _____ Received by _____ Date _____
Registrar's Office: Date Transcribed _____ Posted by _____