



# Request for Prior Learning Assessment 2017-2018

## COLLEGE & CAREER PATHWAYS

**ACC Students must complete the following steps to request Prior Learning Assessment (PLA). For assistance, visit your department of interest or the College & Career Pathway's office in A227.**

1. Complete PLA Application located in the Admission and College & Career Pathways (CCP) offices.
  - a. PLA Application – Departmental Exams, Mirror Coursework, Industry Certification/Career Portfolios
  - b. PLA Application-AP/CLEP/IBD/DSST
  - c. PLA Application ACE Military Credit
  
2. All Applications will be submitted to the CCP office for approval, with the exception of AP/CLEP/IBD/DSST,
  - a. Submit directly to Registrar's office.
    - i) The Registrar's office will be responsible for reviewing criteria and informing students of approval or denial of credit.
  - b. Departmental Exams, Mirror Coursework, Industry Certification/Career Portfolios
    - i) If approved by the CCP office, applications are then taken by the student to the cashier's office to make payment (\$50.00 per credit hour).
    - ii) Approved and paid applications are submitted by the student to the Department Chair with all documentation for review.
    - iii) Department Chair reviews documents, signs off and sends to Dean.
    - iv) Dean reviews, signs off and sends to VPI.
    - v) VPI reviews, signs off and returns to Registrar's office for posting if approved. If denied, documents are returned to CCP office to inform student.
  - c. ACE Military Credit
    - i) If approved by the CCP office, applications are taken by the student to the Department Chair with all documentation for review.
    - ii) Department Chair reviews documents, signs off and sends to Dean.
    - iii) Dean reviews, signs off and sends to VPI.
    - iv) VPI reviews, signs off and returns to Registrar's office for posting if approved. If denied, documents are returned to CCP office to inform student.
    - v) To establish the procedure for roles and responsibilities of advisory committees for workforce programs.