# COLLIN COLLEGE

## Prior Learning Assessment (PLA) Planning Packet

(to be completed by the department representative who is developing the PLA plan for the student)

**Department Representative:**                                                                                      **Date:**

**Student Name & CWID:**                                                                                    **Catalog Year:**

**Declared Award:**                                                                                           **Award SCHs:**

Category (Check One): ☐ AAS     ☐ L1 Certificate     ☐ L2 Certificate     ☐ ATC     ☐ ESC     ☐ OSA

*A.   Instructions:*

| **COMPLETE A FORM FOR EACH AWARD.** |
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**The completion and approval of this plan permits the student to pursue PLA credits for the declared award.** The department should fill out one PLA plan for each award a student may pursue.

*Note: If PLA credit is granted for a particular course, that course credit **MUST** be applied to **ALL** awards the student may pursue (AAS, Certificate, ATC, ESC, and/or OSA), and a separate PLA plan will need to be submitted for each award a student intends to pursue.*

| **PROVIDE DOCUMENTATION.** |
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Credits listed on this form that are already granted by Collin College must be supported with documentation that confirms Collin College has granted the credits.

*Note: It is the responsibility of the department to ensure that all credits being considered for prior learning assessment are fully documented in the Collin College Student Information System and/or the **Office of the Registrar**.*

| **VERIFY PLA ELIGIBILITY AND CATALOG COMPLIANCE.** |
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The purpose of the comprehensive listing of credits on the following pages is to identify any and all credits that may also be applied to the student's transcript that may interfere with the student's eligibility to have PLA credits applied to the declared certificate or degree.

To be eligible to earn the declared award (with applied PLA credit), a student must earn:

- At least 25% (or more) of the declared award's required credit hours through credit-bearing courses at Collin College, and
- At least one technical course from the declared workforce award through credit-bearing courses at Collin College.

*Note: Should the department grant more than 75% of the credits toward a degree or certificate via PLA and/or omit the one technical course requirement, the college will **NOT** be able to grant the degree or certificate to the student.*

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| DEVELOP A PLA PLAN FOR DEPARTMENT APPROVAL. |
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**The completion and approval of this plan permits the student to pursue PLA credits for the declared award.** List all courses on the next page that the department will apply to the declared award and attach any related documentation. The list should include credit the student has earned, and may be eligible to earn, at Collin College. Check all that apply:

- **Advanced Placement (AP), International Baccalaureate (IB), or College Level Examination Program (CLEP) exams\***
    - Attach related documentation such as the score report, the confirmation that scores are recorded in the Student information System (Banner), etc.
    - Click here for instructions on how to verify.

- **Articulated high school credit\***
    - Attach documentation such as the student's Cougar Compass degree audit showing the articulated credit has been granted.
    - Click here for instructions on how to verify.

- **Transferred credit from another institution of higher education\***
    - Attach documentation to the form such as a Cougar Compass degree audit showing courses approved for transfer into Collin College.
    - Click here for instructions on how to verify.

- **Military transcript\***
    - Attach documentation such as the student's Joint Services Transcript (JST) or Cougar Compass degree audit showing credit has been granted for military training.
    - Click here for instructions on how to verify.

- **PLA Credit through professional licenses and/or certifications**
    - Attach documentation such as a copy of the certification, the proof of licensure, the transcript from the certifying agency/entity, etc.

- **PLA Credit through departmental exams, skills demonstrations such as a portfolio review, etc.**
    - Attach the PLA Petition for Credit form along with any other related documentation/proof of assessment provided by the department.

- **PLA Linked Continuing Education (CE) course**
    - Attach the PLA Petition for Credit form along with the associated CE transcript showing completion of the course and any other related documentation provided by the department.

*\*Note: The student should have already submitted official documentation, and requested the review of AP/CLEP/IB scores and/or transcript evaluation(s). This planning packet does not confirm the granting of any non-traditional credit.*

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**LIST ALL CREDITS EXPECTED TO BE APPLIED TO STUDENT'S TRANSCRIPT TOWARDS THE DECLARED AWARD.**

The plan below should be a comprehensive list of **any** and **all** semester credit hours (SCHs) that may be applied to the student's transcript, and should include all options listed on the previous page.

| Title and Category of Declared Award | | | | Required SCHs |
|---|---|---|---|---|
| | | | | |
| **Type of Credit** | **Collin College Course** | **Has Collin College Granted Credit?** | **Confirmation Method** | **SCHs** |
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| Total Nontraditional SCH's to be applied towards award: | | | | |
| Nontraditional SCH Percentage of the Total SCH Required for Declared Award: | | | | |

*(Must be less than or equal to 75%)*

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**COMPLETE APPROVAL & AGREEMENT SIGNATURES**

Once fully approved with all required signatures, a copy should be provided to the student, and a copy should be forwarded to the Office of the Registrar. The Academic Division Office (the department) should retain the original.

*Note: Administrative approvals and signatures should be obtained by the department.*

## Student Approval

I have read, and agree to, the PLA plan outlined on the previous pages for applying credits earned through prior learning assessment to the award I have declared as my academic goal. I understand that credits earned by prior learning assessment are not guaranteed to transfer to another college/university. I also understand that I MUST take and earn at least 25% of the semester credit hours required for any Collin College award (AAS degree, Certificate, Advanced Technical Certificate, Enhanced Skills Certificate or Occupational Skills Award), including one workforce technical course in credit-bearing courses completed, at Collin College.

**Student:** *Student Signature* _____ **Date:** _____

## Department Approvals

I have read and agree to the PLA plan outlined on the previous pages for applying credits to the student's transcript earned through prior learning assessment for the declared program award.

**Department Faculty/Representative:** *Department Faculty or Representative Signature* **Date:** _____

**Associate Dean/Director:** *Associate Dean or Director Signature* **Date:** _____

**Dean of Academic Affairs:** *Dean of Academic Affairs Signature* **Date:** _____