Petition for Prior Learning Assessment (PLA) Credit

NOTE: The PLA Planning Packet must be completed <u>before</u> completing this form.

Student Name: _____ CWID: _____

E-mail: _____ Date: _____

Degree/Program of Study: _____

Follow the guidelines below to complete this <u>Petition for PLA Credit</u> form.

Action Item	Key Steps to Complete
Start filling in the <u>PLA Planning Packet</u> with the student.	• Arrange a meeting with the student and instruct them to bring any PLA documentation such as transcripts, credits by exam, copies of certifications/licensures, etc. • Verify that the student has had all transfer courses and credits by exam (AP, CLEP, and/or IB) evaluated. Instructions on how to verify evaluated courses can be found on the Curriculum Office's Prior Learning Assessment intranet page. • Add all prior PLA earned at Collin College to the <u>PLA Planning Packet</u> to determine the student's current PLA percentage. Then, discuss the departmental PLA opportunities for which the student could be a candidate.
Verify payment *(if applicable).*	• For **Departmental Exams**: Before administering a departmental exam, the student must pay $30.00 at the Cashier's Office. Verify the student's payment before testing, and then attach a copy of the receipt to the packet. • For **Linked CE Courses**: The student must pay $30.00 for each course they plan to petition for credit. Verify payment and then attach a copy of the receipt to the packet. *Note: For linked CE courses, the course should be completed and the grade must be posted before the student can make payment and petition for credit.*
Complete the assessment.	• Depending on the PLA being pursued, complete the assessment with the student such as a departmental exam, skills demonstration, certification/licensure evaluation, portfolio review, interview, etc. • Add the student's successfully completed PLA opportunities to the <u>PLA Planning Packet</u> and verify that the student is within the 75% PLA maximum. • Seek the required approval signatures to complete the <u>PLA Planning Packet</u>.

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Complete the Petition for PLA Credit form.	• Before completing this form, verify the student's eligibility to formally petition for credit. To be eligible, each of the following requirements will need to be fulfilled:
	   • Is the student currently enrolled in credit courses, or have they been enrolled in credit courses, at Collin College within the past five (5) years?
	   • Has the student completed three (3) credit hours at Collin College?
	   • Has the student officially declared the degree or certificate for which they want to apply their PLA credits?
	   • Is this the first time the student has tried to earn this credit? To clarify, students **cannot** request prior learning credit:
	      • more than once for a specific course.
	      • for a previously completed transferable credit course. (Courses with grades of "F" or "W" are considered completed).
	      • for a course in which the student is already registered.
	
	• Fill in the <u>Petition for PLA Credit</u> form and seek the required approval signatures.
	
	• Once the form is complete, submit the following documents in one e-mail to <u>degreeplans@collin.edu</u>:
	   • the <u>PLA Planning Packet</u>,
	   • the <u>Petition for PLA Credit</u> form,
	   • any supporting documentation such as the graded exam, a copy of the student's certification, etc., and
	   • if applicable, receipt(s) of payment for linked courses and departmental exams.

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Please indicate the type of PLA credit for which the student is applying. Check all that apply.

- A. Industry Certification/Licensure
- B. Departmental Exam ($30 fee per course)   →   Cashier Receipt No(s): _____
- C. Skills Demonstration   _____
- D. Linked Course ($30 fee per course)   →   Cashier Receipt No(s): _____
- E. Other: _____   _____

Credit Course Rubric and Number	Credit Hours	Enter A, B, C, D, or E to indicate which type of credit the student is pursuing. (See list above). If applicable, **include the name of the certification or licensure, the date/type of exam (departmental or skills), or linked CE course rubric and number.**	Test Score or Final Grade (if applicable)

Attach the PLA Planning Packet, the supporting documentation, and the Cashier's Office receipt(s).

If college credit is granted, I request credit for the course(s) listed above to be applied to my Collin College transcript. I understand the course(s) cannot be removed from my transcript once posted.

Student Signature: _____

The student has completed the PLA Planning Packet with the academic department and has demonstrated competency in the above courses. Additionally, we have verified that the student has met the eligibility requirements to formally petition for credit as listed on pg. 2 of the Petition for PLA Credit form.

Associate Dean/Director Signature: _____

Academic Dean Signature: _____

Officiating Signature Only   *Processor Signature:* _____ *Date Transcripted:* _____