APPLICATION FOR
PRIOR LEARNING ASSESSMENT (PLA)*

☐ **Departmental Exam** ☐ **External Exam** ☐ **Certification Exam** ☐ **Portfolio Assessment Credit**
☐ **Dual Credit** ☐ **Military Training**

Up to 75% of the credit hours required to obtain an Associate degree or certificate may be earned through Prior Learning Assessment.

Complete PLA form by selecting appropriate option (PLEASE PRINT)   Major/Program of Study_____

_____   _____
"A" Number   **Student's Name**   **(Last)**   **(First)**   **(Middle Initial)**

_____   _____ Currently Enrolled Y ☐ N ☐
Student's Signature   **Date**

*Prior Learning credit awarded is included toward attempted hours allowed for Financial Aid.
This form must be submitted to the Records Office by the academic dean.

ELIGIBILITY REQUIREMENTS FOR CREDIT BY DEPARTMENTAL EXAM:

- Enrolled and in good standing at Nashville State.
- Declared a major.
- Consulted with academic advisor or academic dean about the advisability of taking the Departmental Exam.
- Course(s) is not offered through CLEP.
- Course(s) in which PLA credit is requested is directly applicable to curriculum requirements.

NOTE:
Students may not pursue Credit by Departmental Exam where credit in an equivalent or more advanced course has been earned or in a course successfully completed (including audited courses).

☐ **PROCESS TO REQUEST CREDIT BY DEPARTMENTAL EXAM:**

1. Possess and demonstrate the requisite knowledge and skills for the course.
2. Submit this form to the appropriate academic dean. Request may be denied if the academic advisor or academic dean determines that the student does not have a valid basis for the request. The decision of the academic dean is final.
3. Contact the Testing Center to schedule an appointment to take a departmental exam. The test fee is $28.50 and will be paid through RegisterBlast.
4. Present the RegisterBlast receipt to faculty member assigned.
5. Score a minimum of 75% on the exam to earn credit.

COURSE PREFIX/NUMBER/TITLE	CREDIT HOURS

☐ **Approved**. The student achieved or exceeded the minimum standard required and is to be awarded full credit for the course.

☐ **Not Approved**.   The student did <u>not</u> achieve the minimum standard required on the exam.

_____   _____
Exam Administrator (Required)   *Date*

_____   _____
Signature of Academic Dean (Required)   *Date*

☐ **PROCESS TO REQUEST CREDIT BY CERTIFICATION EXAM:**

☐ **Certified Administrative Professional Exam (CAP)**
☐ **Professional Certification Exam (Type)** _____

COURSE PREFIX/NUMBER/TITLE	CREDIT HOURS

☐ **Approved**. The student achieved or exceeded the minimum standard required and is to be awarded full credit for the course.
☐ **Not approved**. The student did <u>not</u> achieve the minimum standard required on the certification exam.

_____   _____
Signature of Academic Dean (Required)   *Date*

CREDIT BY EXTERNAL EXAM: INFORMATIONAL ONLY

ACT/SAT/AP/CLEP/IB – College credit for external exams is awarded upon receipt of the official exam results. Please see the Prior Learning Assessment section of the Nashville State online college catalog for more information.

ELIGIBILITY REQUIREMENTS FOR PORTFOLIO ASSESSMENT CREDIT:

- Demonstrate and validate credit for learning acquired outside of the classroom.
- Show relevance to the certificate or degree program in which enrolled.
- Provide portfolio of work performed. Documentation may include, but is not limited to:
  a. Work samples or other evidence showing competency for each course outcome listed on the syllabus for the course(s) in which credit is being requested. Attach course syllabus to documentation. Permission to share work samples must be obtained from the current supervisor or prior supervisor.
  b. Job descriptions of all positions demonstrating work experience in an area related to the course(s).
  c. Expanded resume showing work experience. Include name, work phone, and email address for each supervisor and permission to contact current and former employers.
  d. Letter of confirmation/recommendations from current supervisor.
  e. Awards and honors.
  f. Certificates of training.

☐ PROCESS TO REQUEST PORTFOLIO ASSESSMENT CREDIT:

1. Complete the Nashville State admissions process.
2. Meet with academic advisor or academic dean to determine if earning credit through the PLA portfolio option is appropriate.
3. Meet with the academic dean to get information about the format and contents of the portfolio to be submitted.

COURSE PREFIX/NUMBER/TITLE	CREDIT HOURS

☐ **Approved**. The student achieved or exceeded the minimum standard required and is to be awarded full credit for the course.

☐ **Not Approved.** The student did <u>not</u> achieve the minimum standard required to be awarded credit.

_____   _____
Signature of Academic Advisor   *Date*

_____   _____
Signature of Academic Dean (Required)   *Date*

☐ PROCESS FOR DUAL CREDIT RECOGNITION:

1. Must be enrolled at Nashville State to request transcription of dual credit.
2. Contact Dual Credit Office at highschoolprograms@nscc.edu or 615.353.3269.

COURSE PREFIX/NUMBER/TITLE	CREDIT HOURS

☐ **Approved**. The student achieved or exceeded the minimum standard required and is to be awarded full credit for the course.

☐ **Not Approved.** The student did <u>not</u> achieve the minimum standard required to be awarded credit.

_____   _____
Signature of Coordinator of High School Programs (Required)   *Date*

_____   _____
Signature of Academic Dean (Required)   *Date*

☐ ELIGIBILITY REQUIREMENTS FOR MILITARY TRAINING PLA CREDIT:

- Joint Services Transcripts must be sent to the Nashville State Community College Records Office for evaluation and awarding of credit. If military experience, education, and/or training are equivalent to a course that fulfills a general education or degree program requirement, the course credit will count toward graduation. Otherwise, course credit will be granted as elective credits.
- If credit is not awarded through ACE recommendations, Nashville State will offer veterans and service members an opportunity for PLA through another PLA option.
- Nashville State will provide veteran and military service members relevant information on awarding college credit for military education, experience, and/or training.
- Nashville State will provide veteran and military service members' contact information to the appropriate office for evaluating and awarding credits.

COURSE PREFIX/NUMBER/TITLE	CREDIT HOURS

*Signature of Academic Dean (Required)*_____*Date*_____

FOR RECORDS OFFICE USE ONLY

   Processed by: _____

   Date: _____ / _____ / _____