Community Colleges of Spokane
APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)

Name _____ | | | | | | | | | |
Last First Middle Student Identification Number

E-mail _____ Daytime Phone _____ ☐ SCC ☐ SFCC

FOR STUDENTS: READ THE FOLLOWING GENERAL POLICY CAREFULLY

- No assurances of the number of credits awarded can be made prior to CCS review.
- Students who have been accepted to attend SCC or SFCC are eligible for PLA consideration.
- Credit may be transcripted once the student has completed 10 quarter-credits in residence at CCS.
- Credit is not counted toward the CCS residence credit requirement (33% of the credits required for a degree or certificate).
- Credit may not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- For some prior learning assessment, there is a nonrefundable fee payable in advance at the Cashier's Office.
- Payment of fees does not guarantee the award of credits.
- No fee is required for credit awarded through AP, CLEP, DSST, IB, or military education with official transcript.
- A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the CCS course.
- Credit may be used to meet appropriate graduation requirements.
- Credit for prior experiential learning is limited to a maximum of 25% of the credits needed for a degree or certificate.
- Transferability of credit will be subject to the policies of the receiving institution.

I request assessment for prior learning as indicated below. I have read and understand the general policy as outlined, and understand that ***payment of fees is nonrefundable and does not guarantee award of credits****. I further understand that credit awarded will be posted to my transcript at the end of the grading period in which approval is granted.*

_____ This application is valid up to one year from date received.
Student Signature Date

FEES DUE (OFFICE USE ONLY)

Type of Assessment: **(no fees due)**	Type of Assessment: **(nonrefundable fees)** *$30 per credit attempted processing fee*	PLA application fee = $ 10.00
☐ Advanced Placement (AP)	☐ Challenge examination	_____ credits x $30 = $
☐ Armed Forces – Military Education		
☐ Articulation	☐ Prior Learning Assessment Portfolio *(I have successfully completed GENST 105 or equivalent)*	_____ credits x $30 = $
☐ College Level Examination Program (CLEP)		
☐ DANTES Subject Standardized Test (DSST)	☐ Industry Certifications & Licensures *(no established crosswalk)*	_____ credits x $30 = $
☐ Industry Certifications & Licensures		
☐ International Baccalaureate (IB)		
☐ Other approved course equivalencies	☐ Lab costs	_____ lab costs = $
		Total Due = $

FEE PAYMENT (TO BE COMPLETED BY CASHIER)

Cashier initials (attach copy of receipt) _____ Amount Received: $

REPORT OF PRIOR LEARNING CREDIT AWARD

Faculty Evaluator Name (Please Print):

Course No.	Course Title	Credits	Grade	Faculty Evaluator Signature	Date	Department Chair Signature	Date

WHO DO I CONTACT?

GENERAL INFORMATION

Do you have questions, but not enough time to meet with a counselor or credentials evaluator? Are you unsure who you should contact? E-mail questions to pla@ccs.spokane.edu.

ADVANCED PLACEMENT (AP): Contact Admissions Office

Credit for minimum scores on Advanced Placement examinations given by the College Board is awarded upon receipt of official score reports. Official scores reports should be submitted to the Transcript Office of SCC or SFCC. AP credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course. (Refer to catalog for course equivalencies.)

ARMED FORCES-MILITARY EDUCATION AND EXPERIENCE: Contact PLA Coordinator

The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Credit may be granted for satisfactory completion of the following when it is specific and applicable to the student's program or degree.

- Military service including basic training.
- Military service schools in the amount recommended by the American Council of Education (ACE) in the publication, "Guide to the Evaluation of Educational Experiences in the Armed Forces."
- United States Armed Forces Institute correspondence courses.
- DANTES Subject Standardized Tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.
- Portfolio Assessment. (Students who wish to pursue credit by portfolio must enroll in and successfully complete a portfolio class GENST 105 or equivalent.)

ARTICULATION: Contact Admissions Office

Credit will be awarded to students who have met the requirements of an approved articulation agreement with SCC or SFCC. Official score reports should be submitted to the Transcript Office of SCC or SFCC. Articulation requirements will be reviewed and verified by the appropriate office or department.

CHALLENGE EXAMINATIONS: Contact PLA Coordinator

Students who wish to apply for a course challenge must be interviewed and approved through the instructional department. A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the CCS course. Not all courses are available for challenge. Not all departments offer challenge exams.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP): Contact Admissions Office

Community Colleges of Spokane will award credit for CLEP examinations as crosswalked in the CCS Catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department. (Refer to catalog for course equivalencies.)

INDUSTRY CERTIFICATIONS AND LICENSURES: Contact PLA Coordinator

Individuals who have completed training through non-degree awarding agencies or institutions may apply for evaluation of credit. Examples include recognized nursing and fire service training, law enforcement/corrections, or fire science academies and other certifications or licenses. Official documentation of training or licensure is required. All certifications or licenses must be current and valid, and training must be documented with ACE National Guide to College Credit for Workforce Training. If training is not documented with ACE, students should apply for credit using the PLA Portfolio and/or Challenge Examination methods.

INTERNATIONAL BACCALAUREATE (IB): Contact Admissions Office

Community Colleges of Spokane will award credit for Higher Level International Baccalaureate exam as crosswalked in the CCS Catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department faculty. (Refer to catalog for course equivalencies.)

PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO: Contact PLA Coordinator

Students who wish to pursue credit by PLA Portfolio must enroll in and successfully complete a portfolio class (GENST 105 or equivalent). Students should have justification for their requests, such as a high school or college transcripts or detailed resumes and other pertinent documentation, prior to enrolling in the course. Normal credit charges apply for the portfolio course and a prior learning portfolio assessment fee will be charged upon portfolio course completion for prior learning credit awarded.

A PLA Portfolio is detailed documentation illustrating what students have been taught and successfully mastered. The required documentation varies from course to course, but may include samples of work, an essay explaining students' experiences and knowledge, or certificates showing successful completion of workshops or seminars.

In the portfolio class, faculty will help determine which courses are the best fit for the students' skills and will help develop student portfolios. The completed portfolio will be reviewed by subject matter faculty to determine what credit can be awarded. Once the number of credits attempted is determined, students must pay the appropriate Prior Learning Portfolio Assessment fee.