



Prior Learning Assessment Application

\$25.00 Application Fee required upon submission to Campus Service Center.

Only students admitted to WVNCC with a declared major are eligible for potential PLA credit.

INSTRUCTIONS FOR REQUESTING PRIOR LEARNING ASSESSMENT

Step One: Begin the process by scheduling an appointment with a faculty advisor or a campus counselor to determine the appropriateness of Prior Learning Assessment. Students wishing to use portfolio assessment should begin the process by meeting with the Division Chair or the Dean of Academic Affairs for the Board of Governors AAS program. The Division Chair or the Dean of Academic Affairs should retain the portfolio while the application is processed.

Step Two: Take the completed application only to the business office for payment of the non-refundable PLA Application Fee of \$25.00.

Step Three. The Business Office will forward the application to the Registrar's Office for recording. The Registrar's Office will submit the form to the Division Chair or the Dean of Academic Affairs (BOG), who will identify within two business days the appropriate individual or team to review and evaluate the application for credit.

Step Four: If more information is needed, the application will be returned to the division chairperson, who will request additional information from the student either in writing or via college email. The student will have 30 days in which to provide the additional information and re-submit the portfolio to the Division Chair, who will return it to the evaluator(s) within 5 days.

Step Five: The evaluator(s) will review the completed application and supporting documentation and make a recommendation within 30 business days to the Vice President of Academic Affairs for final approval

Step Six: The VPAA will review the application and make final decision and indicate the basis for awarding or rejecting the credit requested within 10 business days.

Step Seven: The VPAA will send the application only to the Registrar's Office. The Registrar's office will notify the student in writing within 5 days of receipt of the completed evaluation and documentation. Notation will be made by the Registrar's office in the student's official record of the outcome and (if applicable) the transcript will be updated.

APPLICATION (Please print legibly)

Name: _____
Last First Middle or Maiden

Student ID: _____

Address: _____
Street

City State Zip Code

Email: _____@wvncc.edu (only college email accounts will be used)

Home Phone: _____ Cell Phone: _____

Program: _____ Certificate (Max credits 15) _____ Associates (Max credits 30) _____

Please briefly describe the learning credit you are requesting:

Course Prefix and Number	Course Title	Credit Hours	Faculty Initials for Approval	Program Director Initials for Approval	Reason for Denial

Documentation Required: Students applying for PLA must submit supporting documentation. Recommended documents are verification of length of employment and position held, job description, letter of recommendation from supervisor (on company letter head), certificates of completion for non-credit courses or workshops, work product, etc.

Student's Signature

Date

WVNCC Advisor's Signature (Required)

Date Completed Application Received

Office Use Only

WVNCC Personnel

1. Business Office: Received application along with the \$25.00 application fee. _____
Recipient and Date

2. Forward application to the Registrar's Office. (Notated in SPACMNT). _____
Recipient and Date

Catalog Year: _____ Term Processed: _____

3. Registrar forwards application to the Division Chair or to the Dean of Academic Affairs (BOG applications).

Recipient and Date

4. Assigned Evaluator or Evaluation Team: _____

Name(s) of evaluator(s)

5. Forward application and documentation to the VPAA's office.

_____ Approve

_____ Deny

VPAA Signature

Date

6 Completed application to the Registrar's Office, who will notify the student in writing within 5 days. Registrar will update the student's official records.

Registrar's Signature

Date entered into student's record