



Application for Prior Learning Assessment (PLA)

COMPLETE an application for each course in which credit is sought.

NOTES: Student must be currently enrolled to pursue Prior Learning Credit. Complete this form with the Registrar.

Student ID #: _____ Date: _____

Student Name: _____

Address: _____

City/State/Zip Code: _____
City State Zip Code

Email: _____ Phone: _____

.....
Academic Program: _____

Course in which credit is sought: _____

Number of credit(s) sought: _____

Division Chairperson: _____

Discipline Advisor for the project: _____

Below give a description of life experience for which credit is sought. Include place(s) and time(s) of experience along with general and specific knowledge areas. Additional documentation, if needed, should be submitted to the Discipline Advisor.

To electronically submit this form, save the form to your computer, attach it to an email to records@mayvillestate.edu

Certificate of Approval

THIS PAGE TO BE COMPLETED BY APPROPRIATE FACULTY AND ADMINISTRATIVE PERSONNEL.

This section is completed by the Division Advisor and the other member of the Examining Committee, if any.

This is to recommend that _____ be awarded _____ semester hour credits
Name of Student Credit(s)

in _____.

Dept. Name Course # Course Title

This recommendation has the approval of all members of the Examining Committee and is based upon:

____ Oral Examination ____ Attached supporting documentation
____ Written Examination ____ Other (Please describe) _____

Division Advisor Faculty Member Faculty Member

RECOMMENDATION OF RESPECTIVE DIVISION CHAIRPERSON:

___ Approved ___ Disapproved _____
Division Chairperson Date

FINANCIAL AFFAIRS (Cost is 1/2 of a tuition credit): This is to certify that the charges have been applied to the applicant's account.

Amount Charged Office of Business Affairs Date

REGISTRAR:

Registrar Date

Email confirmation sent to: _____ VPAA Office

RECORDER:

Recorded on permanent academic record by: _____
Recorder Date

E-mail confirmation sent to: _____ Student _____ Division Chair _____ Advisor

Business Office Assistant Registrar