

Prior Learning Assessment Application Form – *Page 1 of 2*

NOTE: PLEASE COMPLETE THE FOLLOWING AND PAY \$45 APPLICATION FEE

Instructions: A \$45 non-refundable application fee must be submitted with this application. **Please return page 1 with your application fee.** Payment can be made in the business office in Hillsboro or in the campus drop box at any campus location (remember to include Page 1 with the payment). *Please attach page 2* with all supporting documentation and forward to the appropriate Dean's office. After your application review, if credit is awarded, payment of \$15 per credit hour for credits received must be made before credit will be posted to student's academic transcript.

Applicant Name (Print) _____ ID# _____

Address _____ City _____ State ____ Zip _____

Email _____ Home Phone _____ Day/Cell Phone _____

Signature of Applicant _____ Date _____



Prior Learning Assessment Application Form – *Page 2 of 2* (attach with all documentation)

Applicant Name (Print) _____ ID# _____

Address _____ City _____ State _____ Zip _____

Email _____ Home Phone _____ Day/Cell Phone _____

Number of hours completed at SSCC _____ (must have completed at least 6 semester hours at SSCC to be eligible) May earn maximum of 30 credit hours through Prior Learning Assessment. If credit is awarded, payment of \$15 per credit hour for credits received must be made before credit will be posted to student's academic transcript.

<u>Student Requests</u>	<u>Course Number</u>	<u>Course Title</u>	<u>Credit Hours</u>	<u>Faculty Approval</u>
<i>Example:</i>	<i>ACCT 1104</i>	<i>Principles of Accounting I</i>	<i>3</i>	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

DOCUMENTATION REQUIRED: Students applying for Prior Learning Assessment must submit documentation that will support their request for credit. Recommended documents are verification of length of employment and position held, job description, letter of recommendation from supervisor (on company letterhead), certificates of completion for non-credit courses or workshops, etc.

Signature of Applicant _____ Date _____

----- **Office use only** -----

Based on the documentation presented by the applicant or the documentation requested by the committee, we the undersigned make the following recommendation for Prior Learning Assessment Credit: (only one faculty signature required per area)

_____ Faculty Signature	_____ Date	_____ Faculty Signature	_____ Date
_____ Faculty Signature	_____ Date	_____ Faculty Signature	_____ Date
_____ Dean	_____ Date	_____ Vice President of Academic Affairs	_____ Date

Date forwarded to Records _____ Memo Sent _____ Credit Posted _____
Revised 09/15 ame

** Please contact the SSCC Webmaster at webmaster@sscc.edu for suggested updates or changes to this form **