Student Application for
Prior Learning Assessment (PLA)

The Prior Learning Assessment process gives adult learners the opportunity to earn college credit for college-level learning. Students must complete the college admissions process and the online orientation prior to requesting a PLA.

Student Name:_____ Student ID:_____

Phone:_____ GTC Email Address:_____

Program of Study/Major:_____ Term:_____

My signature below indicates that all the information provided is accurate, and I take full responsibility for providing all information required.

Student Signature:_____ **Date:**_____

STEP 1: Identify courses and why you seek exemption

Briefly explain why you think the PLA program is a good match for your background and for which course(s) you desire exemption. College-level learning may be validated by examination, professional certifications, work experience, military experience, non-credit courses or portfolios.

Course Prefix/Number	Specific Prior Learning Experience Applicable to Course
_____	_____
_____	_____
_____	_____
_____	_____

STEP 2: Schedule an appointment

Schedule an appointment with the PLA Evaluator or Academic Program Director of your program to review your request. Bring this form and any documentation that supports your college-level learning request to this meeting. The possible next steps will be discussed during this meeting.

For Department Use Only *by PLA Evaluator, Academic Program Director or Department Head*

Date of Meeting: _____ Status: ☐ Proceed with Process ☐ Not eligible to proceed with process

Comment: _____

Printed Name of Evaluator: _____ Signature of Evaluator: _____

Note: PLA evaluator or Academic Program Director send completed form to PLA Director and Student Records along

STEP 3: Pay your fees (if applicable)

If applicable, pay the assessed fee indicated below at the Bursar's Office. The Bursar's Office will stamp this form as paid and provide a receipt of payment.

Course Prefix & Number:_____Credit Hours:_____Type:_____Fee: $_____

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Total Fee Assessment: $_____

Exemption Types and Fee Assessment:

1. Exemption earned through Examination ($75)
2. Exemption earned through Portfolio (documentation of expertise) ($75)

STEP 4: Return form with paid receipt to PLA Evaluator. (if applicable)