



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: Schedule an appointment with a faculty advisor or campus counselor to determine the appropriateness of Prior Learning Assessment (PLA). If determined that PLA is an appropriate choice for a student's program, the advisor/counselor will work with the student to complete *Section One* of the application. If PLA is not an option, the advisor/counselor should advise the student of other options. Portfolio assessment request will follow a different process and timeline. See PLA Procedure.

Step Two: Student takes the completed application packet to student service office to make payment of the non-refundable PLA Application Fee of \$25.00. Once payment is received, Service Center will complete *Section Two* and forward the packet within five (5) business days to the Registrar's Office. Service Center staff will notify the student via WVNCC email that the application has been forwarded.

Step Three. Within five (5) business days of receiving the application packet, the Registrar will complete *Section Three* and forward the application packet to the division chair. The Registrar will notify the student via WVNCC email that the application has been forwarded.

Step Four: Within two (2) days of receiving the application packet, the division chair or dean of academic affairs identifies the discipline faculty to review the PLA request and completes *Section Four*. The division chair or dean will notify the student via WVNCC email that the application is under review.

Step Five: The evaluator will have ten (10) business days to complete the review. If more information is needed, the request will be made through the division chairperson or dean, who will request additional information from the student via WVNCC email. The student will have thirty (30) business days in which to provide additional information to the division chair, who will return it to the evaluator(s) within two (2) business days. The evaluator will have ten (10) business days to complete *Section Five*. The evaluator will notify the division chair or dean of his or her decision. The division chair or dean will notify the student via WVNCC email that the application is proceeding unless it has been denied. If denied, the application is sent to the Registrar for recording and the Registrar completes *Section Seven*.

Step Six: If the application is approved to proceed, the VPAA will review the application and make a final decision and indicate the basis for awarding or rejecting the credit requested within five (5) business days. The VPAA will notify the division chair, advisor/counselor, and student of the final outcome and complete *Section Six*. The VPAA will send the signed Application packet to the Registrar's Office within five (5) business days.

Step Seven: Within five (5) business days of receipt of the completed packet, the Registrar completes *Section Seven* and notifies the student via WVNCC email that his or her records have been updated.

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)

SECTION ONE: Completed by the student in consultation with advisor/counselor

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	Name of Division Chair or Dean

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

SECTION TWO: Student submits the application packet to the Service Center. Upon receipt of payment, Service Center staff will forward the application to the Registrar within five business days and notify the student via WVNCC email that the application has been forwarded.

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

**SECTION THREE (completed within five business days)
REGISTRAR**

2. Registrar's Office: Entered application in SPACMNT. _____
Recipient and Date

Catalog Year: _____ Term Processed: _____

Registrar forwards application to the Division Chair or to the Dean of Academic Affairs (BOG applications) and notifies the student via WVNCC email.

**SECTION FOUR (completed within two business days)
Division Chair or Dean of Academic Affairs**

Forwards the information to the appropriate faculty reviewer or team.

Recipient and Date

**SECTION FIVE (completed within ten business days unless additional information is requested)
Faculty/team Review**

Approved for PLA

Denied for PLA and reason:

Discipline faculty signature _____ Date _____

For Portfolio Requests: Assigned Evaluator or Evaluation Team names:

Forward application and documentation to the VPAA's office.

**SECTION SIX
VPAA (completes within 5 business days)**

Approve Deny & Reason _____

VPAA Signature _____ Date _____

VPAA submits completed application to the Registrar's office

SECTION SEVEN
REGISTRAR

Registrar's Office notifies the student in writing within 5 days. Registrar will update the student's official records.

Registrar's Signature

Date entered into student's record