

**UAHT
PRIOR LEARNING ASSESSMENT (PLA)
APPLICATION**

Student Name: _____ Date: _____

Student SSN or UAHT ID: _____ Semester and Year: _____

Course Name and Number: _____

Note: A separate form must be completed for each course requested.

Letter of Request and Supporting Documents Received by Academic Dean

Student Signature: _____ Date: _____

Dean Signature: _____ Date: _____

Documents Attached: _____

Committee of Review

Date of Meeting: _____

Committee Recommendation:

- Credit Awarded
 Approval to Sit for Institutional Exam or relevant assessment

Results: Credit Awarded No Credit Awarded

No Credit Awarded

Explanation: _____

Exam Administered (if recommended by Committee of Review)

Date of Examination: _____ Type of Exam: _____

Dean: _____ Date: _____

Proctor: _____ Date: _____

Grader(s): _____ Date: _____

Results: _____

Committee of Review Signatures

Dean: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Committee Member: _____ Date: _____

Submitted to Vice Chancellor for Academics

Vice Chancellor for Academics: _____ Date: _____

Credit Recorded in Office of Registrar

Date Recorded on Student Transcript: _____

Registrar: _____ Date: _____

The original copy of this form with all signatures must be retained on file in the Office of the Registrar.

For reference, a complete copy of the Prior Learning Assessment Policy follows this form.

PRIOR LEARNING ASSESSMENT POLICY

UAHT recognizes that students may acquire college-level knowledge and experience outside the classroom. Prior Learning is a term used by educators to describe learning acquired outside a traditional academic environment. This may have been through work experience, employer training programs, military training and experience, independent study, volunteer or community services, and so on. Prior Learning Assessment (PLA) describes the evaluation of an individual's learning for college credit, certification, and/or advanced standing toward further education or training.(LearningCounts.org) Such students may earn college credit in a variety of courses by the College Level Examination Program (CLEP), the high school Advanced Placement program, by institutional examinations or relevant assessments, and/or by experiential learning. In each case, the following guidelines apply:

- A student requesting credit for Prior Learning should contact the Registrar's Office or the appropriate dean prior to registering. To ensure a timely response, petitions for PLA should be made no later than 2 weeks before the beginning of an academic semester. While there is no maximum number of credit hours that can be earned by examination or experience, the UAHT residency requirement for graduation is 25% of required courses. Also, refer to UAHT's General Graduation Requirements located in the UAHT college catalog.
- The petition will be reviewed by a committee of UAHT faculty from the appropriate division(s). When it is deemed necessary or beneficial, the Vice Chancellor for Academics or the academic dean may also appoint an outside consultant to review the petition. Students who are recommended for institutional examination must score 80% on the examination in order to receive credit. Examinations will be administered and scored by arrangement with the appropriate academic dean and faculty.
- The committee will return one of the following recommendations: (1) credit will be awarded; (2) approval to sit for institutional examination or relevant assessment; or (3) no credit will be awarded. Committee recommendations and examination results are final. PLA credit may be requested only once per course.
- Prior Learning credit may be awarded for a comparable college course that has never been attempted and for which a student has satisfied all prerequisites. If CLEP is available for a course, it should be used as the first option.
- A notation of "CR" (credit) is given for successful testing or approved experience. The "CR" notation is entered on the student's transcript after the student has completed the first semester of residency. Note: Credit hours earned by Prior Learning are not used in calculating the grade point average, are not used in qualifying for financial aid, and do not count toward any residency requirement. Transferability: Transfer institutions may not recognize transcribed courses based on prior experiential learning, except as restricted elective credit. Students are urged to explore known transferability needs prior to applying for PLA credit. Clear advising, publicity and articulation work will be done to ensure appropriate student decision-making. The College cannot guarantee transferability of PLA credit to other institutions.
- Certain divisions and programs may have additional requirements, guidelines, or fees. Students are advised to consult with the appropriate academic dean early in the petition process.

College Level Examination Program (CLEP)

UAHT accepts College Level Examination Program credit for many core requirements of the Associate of Arts degree. Students should contact the Registrar's Office and present CLEP scores. After a successful CLEP test, a "CR" (credit) notation will be added to the student's transcript at the end of the first semester of residency.

EXAMINATION	CREDIT SCORE	CREDIT GRANTED	UAHT EQUIVALENT COURSE
Arts, Humanities, and Social Sciences Division			
American Literature	50	3 Hours	ENGL 2203 American Literature I
College Composition	50	6 Hours	ENGL 1013 Composition I
			ENGL 1023 Composition II
Spanish Level I	50	6 Hours	SPAN 1203 Spanish I
			SPAN 1303 Spanish II
American Government	50	3 Hours	PLSC 2103 American Government
History of the United States I: Early Colonization to 1877	50	3 Hours	HIST 2013 U.S. History I
History of the United States II: 1865 to the Present	50	3 Hours	HIST 2023 U.S. History II
Human Growth and Development	50	3 Hours	PSYC 2313 Developmental Psychology
Principles of Macroeconomics	50	3 Hours	ECON 2003 Macroeconomics
Principles of Microeconomics	50	3 Hours	ECON 2103 Microeconomics
Introductory Psychology	50	3 Hours	PSYC 2303 General Psychology
Western Civilization I: Ancient Near East to 1648	50	3 Hours	HIST 1113 World Civilizations I
Western Civilization II: 1648 to the Present	50	3 Hours	HIST 1123 World Civilizations II
Business, Technology, and Education Division			
Financial Accounting	50	3 Hours	ACCT 2103 Principles of Accounting I
Introductory of Business Law	50	3 Hours	BUSS 2203 Business Law
Information Systems and Computer Applications	50	3 Hours	CISS 1013 Introduction to Computers
Math/ Science Division			
Biology	50	4 Hours	BIOL 1204 Biology
Chemistry	50	4 Hours	CHEM 1114 Chemistry I
College Algebra	50	3 Hours	MATH 1053 College Algebra
Precalculus	56	5 Hours	MATH 1175 Pre-Calculus
Calculus	60	5 Hours	MATH 2015 Calculus I

Advanced Placement (AP)

UAHT awards credit to students who participate in high school Advanced Placement (AP) programs administered by the College Board Placement Test Program. Students wishing to obtain AP credit must request the College Board to forward the test scores to the College after students have officially enrolled at the College. Credit will be awarded in the courses listed below to students who earn the indicated score on the appropriate AP exam.

AP EXAM	SCORE	COURSE CREDIT GRANTED
Biology	3	BIOL 1204 Biology
Chemistry	3	CHEM 1114 Chemistry I
	4	CHEM 1114 Chemistry I and CHEM 1124 Chemistry II
English Language or English Literature	3	ENGL 1013 Composition I
	4	ENGL 1013 Composition I and ENGL 1023 Composition II
World History or European History	3	HIST 1113 World Civilizations I
	4	HIST 1113 World Civilizations I and HIST 1123 World Civilizations II
U.S. History	3	HIST 2013 U.S. History I
	4	HIST 2013 U.S. History I and HIST 2023 U.S. History II
Calculus AB	3	MATH 2015 Calculus I
Calculus BC	3	MATH 2015 Calculus I and MATH 2025 Calculus II
Psychology	3	PSYC 2303 General Psychology
	4	PSYC 2313 Developmental Psychology
Spanish Language	3	SPAN 1203 Spanish I
	5	SPAN 1303 Spanish II

AP credit is not awarded for a course the student has already completed at the college/university level. AP credit granted at other institutions will be accepted as credit as any other transfer course. The student must have official documentation of the earned scores.