# Petition for Prior Learning Credit

## (One Course Per Form)

## Student Information

Name: Click or tap here to enter text.

Student ID: Click or tap here to enter text.

## Course Information

|  |  |
| --- | --- |
| Course Code and Title | Instructor (if known) |
| Click or tap here to enter text. | Click or tap here to enter text. |

## Required Items for Petition

A formal letter detailing how course competencies have been met

Evidence to support petition (check all which are attached to the Petition):

Letter(s) from instructor(s)

Performance evaluation

Transcripts from technical school, Armed Forces, or other entity

On the job training certifications

Professional development documentation

Other:

## Signatures and Approvals

### Step 1: Initial Submission of Documentation and Form

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Student Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Navigator/Advisor Date

### Step 2: Dean Review

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

### Step 3: Assessment by Faculty Expert

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Faculty Expert Date

### Step 4: Approval or Denial

Approved: \_\_\_\_\_\_\_ Denied: \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean Date

*Students can appeal denial of PLA credit to the Provost*

### Step 5: Awarding of PLA Credit

Date Received: \_\_\_\_\_\_\_ PLA Fee Paid on (Date): \_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registrar Date

Petitioner Notified on (Date): \_\_\_\_\_\_\_