

APPENDIX A – Application for Prior Learning Assessment

For a copy of PLA Guidelines, go to https://www.hillcollege.edu/Admissions_Aid/Admissions/Eval-of-Credit.html

Student Information:

Name: _____ Date: _____ Student ID: _____

Email: _____ Phone Number: _____

Part 1: Student understanding of Fees, Eligibility, and Course Credit Guidelines (affirm by checking box, then sign and date below)

- Applicable Prior Learning Assessment fees will be charged to your student account if the credits are approved.
- Your transcript will be placed on hold until payment is made.
- 50% of certificate/degree (maximum of 30 SCH may be awarded through PLA).
- I have submitted official records and documents for evaluation to the Pathway Program Coordinator. No approval will be given without documentation.

Part 2: Petition of Course Credit and PLA to be Evaluated.

Indicate PLA to be Evaluated (attach documentation)					
Military Training	Professional Work Experience	Internal Credit by Exam	External Exams (CLEP, AP, SATI, or ACT)	Continuing Education Mirror Courses	Licensure or Professional Certification

Pathway Program Coordinator/Dean Signature Date

Student Signature Date

-----Hill College Staff only-----

Part 3: Courses Approved for Credit

Credited HC Course	Course Title	Credit Hours
Total Hours (maximum 30 SCH allowed):		

Part 4: Final Determination (Vice President of Instruction)

Vice President of Instruction Signature Date

[] Approved [] Denied

Part 5: Official Use-Student Information Services

Total Charges: _____	By: _____	Date: _____
Student Paid Date: _____	Posting Completed By: _____	Date: _____
Student Notification Date: _____		