

NSSC recognizes that students may have knowledge and skills, based on prior learning and experiences, which could be considered for college credit. Prior learning assessment is a means to review prior learning, to identify concepts already acquired, and to appropriately place students into the sequence of courses toward a degree.

Students requesting credit through Prior Learning Assessment:

- Meet with the appropriate Division Dean and determine documentation for portfolio, or proficiency test.
- Proficiency test fee is \$45 to \$262 to evaluate and assess documentation (non-refundable).
- Portfolio documentation is \$45 to \$262 to evaluate and assess documentation (non-refundable).
- Complete the Student Section and submit form to the Division Dean who will determine what documentation is needed and fee.
- Take form to the Business Office (BO), Room C130 and pay the non-refundable fee.
- BO will submit the form and portfolio to the Division Dean. The Division Dean will coordinate with the academic division to have portfolio assessed or proficiency test administered. Documentation must be attached.

PLEASE ALLOW 5-7 BUSINESS DAYS FOR PROCESSING

TO BE COMPLETED BY STUDENT (PLEASE PRINT):

First Name: _____ Last Name: _____ NSSC # _____

Major (required) _____ Daytime Telephone: (_____) _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

NSSC email address: _____@students.northweststate.edu

1. Have you taken the course or currently enrolled in the course? No Yes*
 * If you completed the course (successfully or unsuccessfully) or are attending past the 100% refund period then you are **not** eligible for PLA.

Student Signature: _____ Date: _____

TO BE COMPLETED BY ACADEMIC DEAN:

Did student complete course or is currently attending the course? No Yes If yes, then the student is not eligible for credit.
 Is this course required for the major? No Yes If yes, then the student is not eligible for credit.

Briefly describe the documentation to be attached as evidence of prior learning (i.e., portfolio, certifications, etc):

Proficiency test(s) or Portfolio(s): \$45–262. Based on documentation and assessment the Dean has determined cost is _____

Academic Dean Signature _____ Date _____

TO BE COMPLETED BY BUSINESS OFFICE: BO Staff: _____ Receipt: _____ Date _____

TO BE COMPLETED BY ACADEMIC DEPARTMENT:

Course Number: _____ Course Title _____ Credit Hours: _____ Credit Granted: No Yes

Portfolio Proficiency Test Industry Training Other Credit from non-institutional source (ex. ACE credit)

Examiner Signature _____ Date _____

TO BE COMPLETED BY ACADEMIC DEAN: Approved Denied

Academic Dean Signature _____ Date _____

Registrar's Office Use Only Date received: _____ Date completed: _____ Staff _____
 Portfolio [PP] Proficiency Test [EX] Industry Training [PO] Other Credit from non-institutional source [OT]