



# EARN COLLEGE CREDIT FOR INDUSTRY CREDENTIALS

If you have acquired skills or training outside a traditional academic environment, you could be eligible to earn up to 24 college credit hours.



## APPLICATION FOR PRIOR LEARNING ASSESSMENT CREDIT

To recognize learning that a person acquired outside a traditional academic environment, Arkansas Tech University-Ozark Campus relies on a prior learning assessment process to ensure practices are consistent with academic integrity and are responsive to nontraditional learners. Such learning may be derived from multiple means including but not limited to: employer training programs, non-credit courses, non-college courses, apprenticeship, vocational or certification programs. (Industry certification and licenses must be current.)

The term “prior learning assessment” is the process by which an individual’s experiential and extra-institutional learning is assessed and evaluated for purposes of granting college credit. Supporting documentation that demonstrates learning outcomes, competencies, and professional skills gained through prior learning must be submitted.

Requests for approved PLA through employer training programs, non-credit courses, non-college courses, apprenticeship, vocational or certificate programs must provide evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

## **Prior Learning Assessment Credit (PLA)**

In certain instances, a student who has been accepted into a degree program may present evidence that would suggest that he or she may be eligible to receive credit for a course or courses either through aggregate educational experience or through some combination of occupational experiences.

PLA offers students the opportunity to demonstrate the knowledge they have gained and apply this knowledge toward credit in a certificate or degree program. In such cases, application for PLA credit may be made.

### **Eligibility**

A student must be admitted and attending an Arkansas Tech-Ozark certificate or associate degree seeking program to be eligible to apply for PLA credit. During any semester of attendance at the Ozark Campus, application can be made for PLA credit and, if approved, it will be posted during the second (or successive) semester of attendance. (Attendance should be consecutive semesters.)

Not all programs provide the PLA credit option; students should consult with the Office of Academic Affairs for eligible programs and the process used for application.

### **Number of Credits**

Students may be awarded a maximum of 24 semester credit hours for prior learning not to exceed 50% of the technical coursework required for a technical certificate or associate degree.

No more than a combined total of 30 semester hours of correspondence, extension, military service, credit by examination, or PLA may be applied as credit toward a degree.

Prior learning credit will be awarded for specific courses and will satisfy degree requirements the same as if earned by normal participation in the course. Neutral grades of Credit or No Credit shall be utilized. Conventional letter grades shall not be used.

### **Evaluation Method**

Arkansas Tech-Ozark offers PLA credit through approved employer training programs, non-credit courses, non-college courses, apprenticeships, vocational or other certification programs. PLA may be granted after evaluation of evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

### **Awarding Credit**

PLA credit granted shall be recorded with a grade of "CR" (Credit) with full course credit entered on the student's permanent academic record indicating successful completion and will satisfy degree requirements the same as if earned by normal participation in the course.

Since a traditional grade (A-F) is not entered, the PLA credit is not calculated into the student's grade point average (GPA).

If student is not granted PLA credit, he or she will be ineligible to request credit for the same course work a second time.

Credit granted for course work with a PLA prefix is applicable only to the Associate of General Studies degree. Credit granted for program-specific course work must be applicable to the program in which the student is matriculated.

Students may not apply for PLA credit after graduation.

### **Application**

An application form must be completed and approved to petition for PLA credit. Once the form has been completed and signed by the student, it must be taken to an Academic Affairs PLA representative to complete and approve.

Supporting documentation must be provided for evaluation of evidence of mastery of subject as well as evidence to support that instruction is college level, documentation that successful completion is achieved, and evidence that the course met an industry criteria.

### **Transferability**

While Arkansas Tech-Ozark has determined PLA credit awarded to be of adequate quality, comparability, and applicability to award equivalent credit, transfer of credit to other institutions is not guaranteed. Receiving institutions determine transferability of PLA credit to their institution.

### **Fees**

A fee of \$15 per semester credit hour requested will be charged for PLA credit and is non-refundable.

Financial Aid will not cover fees for course credit awarded through PLA.

### **Process**

1. Student must be admitted and attending Arkansas Tech University-Ozark Campus.
2. Student should meet with the Academic Affairs PLA representative to discuss the possibility of earning Prior Learning Credit.
3. Application form is completed and signed by student and submitted to Academic Affairs PLA representative to evaluate. Appropriate documentation must be provided.
4. Documentation is reviewed by Academic Affairs PLA representative. If the request is approved, Academic Affairs PLA representative will enter appropriate credit and sign. PLA representative will email a copy of approved application to Student's OneTech email.
5. PLA representative will forward approved application to the Office of Student Accounts. After Student pays the fees, credit granted will be entered on the student's permanent academic record by designating the course number, course title, and grade of "CR" for Credit or "NC" for No Credit. Associate Registrar will archive the approved application and any other documentation.
6. Student may request credit for as many semester credit hours as approved by the Academic Affairs PLA representative, but credit granted will not exceed the allowed limit.

## List of Approved Prior Learning Assessment Credit

Current approved certifications are listed below and are available on the Arkansas Tech University–Ozark Campus website. Additional certifications may be added if approved through the program chair and approved by curriculum committee as recommended by the CAO.

Current National/State Certification	Equivalent Course Credit
MOS Certification in Word	BST 1013 Word Processing and BST 2113 Advanced Word Processing
MOS Certification in Excel	BST 1053 Spreadsheets and BST 2053 Advanced Spreadsheets
ASE Certification in Automobile & Light Truck Certification Tests (A1 - A9) <ol style="list-style-type: none"> <li>1. A1 – Engine Repair</li> <li>2. A2 – Automatic Transmission/Transaxle</li> <li>3. A3 – Manual Drive Train &amp; Axles</li> <li>4. A4 – Suspension &amp; Steering</li> <li>5. A5 – Brakes</li> <li>6. A6 – Electrical/Electronic Systems</li> <li>7. A7 – Heating &amp; Air Conditioning</li> <li>8. A8 – Engine Performance</li> <li>9. A9 – Light Vehicle Diesel Engines</li> </ol>	<ol style="list-style-type: none"> <li>1. AST 1004 Gasoline Engine Theory</li> <li>2. AST 1223 Advanced Automotive Drive Trains</li> <li>3. AST 1113 Introduction to Automotive Drive Trains</li> <li>4. AST 1213 Automotive Chassis and Steering</li> <li>5. AST 1103 Automotive Brake Systems</li> <li>6. AST 1003 Automotive Electronics, AST 2103 Advanced Automotive Electronics</li> <li>7. AST 1203 Automotive Climate Control</li> <li>8. AST 1005 Engine Performance, AST 2113 Advanced Engine Performance</li> <li>9. AST 2203 Diesel Theory</li> </ol>
AWS Certification in SMAW Welding	WLD 1224 Introduction to Arc Welding
AWS Certification in GMAW Welding	WLD 1503 Gas Metal Arc (MIG) Welding
AWS Certification in GTAW Welding	WLD 1603 Gas Tungsten Arc (TIG) Welding
AWS Certification in FCAW Welding	WLD 1603 Gas Metal Arc (MIG) Welding
American Heart Basic Life Support (BLS) and HeartSaver® First Aid	EMTP 1001 CPR and First Aid for Healthcare Providers
Current Industry Standard Credential	Equivalent Course Credit
Prior Learning Assessment Credit	PLA 2011-2016 Prior Learning Credit (enter title i.e. Special Topics)
First Year Lineman Apprenticeship	PLA 2116 Lineman 1
Second Year Lineman Apprenticeship	PLA 2126 Lineman 2
Third Year Lineman Apprenticeship	PLA 2136 Lineman 3
Fourth Year Journeyman Lineman Apprenticeship	PLA 2146 Journeyman Lineman

## APPLICATION FOR PRIOR LEARNING ASSESSMENT CREDIT

<i>(Last Name)</i>	<i>(First Name)</i>	<i>(Middle)</i>	<i>(Student T#)</i>
<i>(Street Address)</i>	<i>(City)</i>	<i>(State)</i>	<i>(Zip Code)</i>
<i>(ATUOC Student Email)</i>		<i>(Phone)</i>	

***I request evaluation of approved employer training programs, non-credit courses, non-college courses apprenticeship, vocational or certificate programs or current national/state certification/licensure to earn Prior Learning Credit. I understand there is a fee of \$15 per semester credit hour, and this fee is not refundable.***

<i>(Student Signature)</i>	<i>(Date)</i>
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\_\_\_\_\_ Course credit may not be granted.  
 \_\_\_\_\_ I recommend course credit for the following be granted:

***Student Accounts' use only***

*Fees paid:* \_\_\_\_\_  
*(Use Fee Code F8##)*

*Cashier initials:* \_\_\_\_\_

Course or PLA has not been attempted. Assoc. Registrar signature \_\_\_\_\_ Date \_\_\_\_\_

<i>(Course Number)</i>	<i>(Course Title)</i>	<i>Grade to post</i>	<i>Fee \$</i>
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<i>(Course Number)</i>	<i>(Course Title)</i>	<i>Grade to post</i>	<i>Fee \$</i>
		<i>Total Fees</i>	<i>\$</i>

**Request Approved:**

<i>(Signature, Academic Affairs PLA Representative)</i>	<i>(Date)</i>
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***REGISTRAR CHECKLIST (for office use only)***

1. Admitted and attending ATU-OC _____	4. Credit approved _____
2. Applied for PLA credit _____	5. Fees paid _____
3. Eval completed by PLA Rep _____	6. Credit posted _____

## Student Understanding and Agreement

I have read the Application for Prior Learning Assessment Credit information and understand the requirements such as eligibility, number of credits, evaluation method, awarding credit, application, transferability, and fees.

I understand I must submit this completed request, pay any necessary fees, and provide appropriate documentation in order to petition for credit.

**(Please initial agreement to each item numbered below.)**

- \_\_\_\_ 1. Prior learning evaluation is not available for all programs or courses.  
National or state certification or licensure must be current. Appropriate documentation must be provided to assess experiential and extra-institutional
- \_\_\_\_ 2. learning. Documentation must reflect dates of effectiveness.  
Appropriate documentation must be provided to assess prior learning. Documentation must provide evidence of mastery of a subject as well as evidence to support that instruction is college level, successful completion is achieved, and the
- \_\_\_\_ 3. training met industry criteria.
- \_\_\_\_ 4. Credit awarded for PLA will NOT calculate in my Tech grade point average.  
Once PLA credit is granted, it is irreversible and will remain a permanent part of
- \_\_\_\_ 5. my academic record/transcript.
- \_\_\_\_ 6. For purposes of degree requirements, I must follow the provisions of the Tech catalog in effect at the time of enrollment or a subsequent Tech catalog.
- \_\_\_\_ 7. All credits granted apply to the major I declared. If I change my major, the PLA credit awarded may not apply to the new major requirements.
- \_\_\_\_ 8. PLA credit is not eligible for financial aid.
- \_\_\_\_ 9. Being granted PLA credit does not change the dates/terms of attendance and does not restore eligibility for student financial aid, scholarships, or other programs.
- \_\_\_\_ 10. ATU-OC cannot guarantee the transfer of any PLAC to another college or university.
- \_\_\_\_ 11. Paying a fee is not purchasing credit.
- \_\_\_\_ 12. I may not apply for PLA after graduation.

**By completing and signing this form, I am requesting that any PLA credit approved be applied to my permanent academic record at Arkansas Tech University-Ozark Campus.**

\_\_\_\_\_  
*(Last Name)*

\_\_\_\_\_  
*(First Name)*

\_\_\_\_\_  
*(Middle)*

\_\_\_\_\_  
*(Student T#)*

\_\_\_\_\_  
*(ATUOC Student Email)*

\_\_\_\_\_  
*(Phone)*

\_\_\_\_\_  
*(Student Signature)*

\_\_\_\_\_  
*(Date)*