



BUCKS COUNTY COMMUNITY COLLEGE PRIOR LEARNING ASSESSMENT (PLA) APPLICATION

First Name: _____ Last Name: _____

Telephone #: _____

Are you a Bucks Student? Yes No

If you are a Bucks student, what is your seven digit student number? S _____

Bucks Email: _____ PLA updates and correspondence will be sent to your Bucks email only.

Major/Program of Study: _____

Which of the following best describes your education/career plans? Check all that apply:

- Complete Bucks Degree
- Change Career Field
- Transfer After Earning Bucks Degree
- Transfer Before Earning Bucks Degree
- Work Promotion
- Other: If you chose other, please specify here your education career plans here: _____

How did you hear about PLA? _____

Eligibility Requirements, Policies, and Guidelines

In order to proceed with your request to challenge a course(s) and have your prior learning evaluated for college equivalent credit, we ask that you read each of the following and sign on the next page. Signing will confirm your understanding of the Bucks eligibility requirements, guidelines, and policies of PLA. If you have questions, or would like to schedule an appointment, please contact pla@bucks.edu or call: 215-968-8161.

PLA Eligibility: Students must meet the following PLA eligibility requirements to challenge a course:

The student must be:

- Currently enrolled and participating in courses at Bucks County Community College;
- Challenging courses in their Major/Program of Study.

In addition to the above eligibility requirements, to earn equivalent credit for a course, students must satisfy the PLA policies on the next page, and acknowledge understanding of the guidelines by signing on the next page. If you have questions, or would like to schedule an appointment, please contact pla@bucks.edu or call: 215-968-8161.

PLA Policies: Students must comply with the following PLA policies to be awarded equivalent credit:

- Students must be in good academic standing with Bucks County Community College.
- Students must be in good financial standing with the College.
- Students must successfully complete a semester at Bucks, with a cumulative GPA of 2.0 or higher.
- Students must submit official documentation of their prior learning. This official documentation will be reviewed and evaluated by the Academic Department under which the course being challenged is offered.
- When applicable, the student must pay any fees associated with assessment. There are several methods for evaluation of prior learning. Depending on the method of assessment, there may be a fee. The fee would be payable in advance and non-refundable. Please consult the Advising and Transfer Office for more details about fees.
- Students must meet Bucks graduation residency requirements. Graduation residency requirements include the completion of a minimum of thirty (30) credits of Bucks internal college-level coursework for the associate degree. (Students interested in pursuing Radiography should contact the PLA Advisor and/or Radiography Area for information on graduation residency requirements). Internal credits include graded courses as well as non-traditional credits with the grades of CX, CL, or LE. For the Associate’s degree, a minimum of fifteen (15) credits must be in college-level graded courses at Bucks. For the Certificate, a minimum of 50% of the credits required for the Certificate must be completed in graded courses at Bucks. Students may transfer a maximum of thirty (30) degree-related credits to a Bucks Degree Program. This includes credits from all postsecondary institutions. Please check with the PLA advisor if you have transfer credits and/or other PLA credits counting toward your degree. The PLA advisor can help to determine if you will meet residency requirements and if PLA equivalent credits can be applied to your degree.

PLA Guidelines

- PLA equivalent credit is indicated on a Bucks transcript using the codes of CL, CX, ME, or LE. This credit does not count as a graded course, does not affect GPA, and may not transfer. You will want to check with your transfer school(s) about transferability of Bucks PLA credit.
- When pursuing PLA equivalent credits, please check with the PLA advisor before adding or dropping courses to help ensure that you do not take a course for which you may earn PLA equivalent credit.

REQUIRED: LIST BUCKS COURSES TO BE CHALLENGED FOR COLLEGE EQUIVALENT CREDIT

Use the PLA Course Challenge Reference Chart on the next page to help determine which method you will use to challenge each course and the documentation you will need to provide. If you are challenging more than nine courses please contact the PLA Advisor at pla@bucks.edu or 215-968-8161.

Course Number and Name	Number of Credits	PLA Course Challenge Method** (See the chart on the next page to help)	Student Notes – Provide Additional Information as Needed
EXAMPLE: CISC143 Essentials of Networking	4	Articulation Agreement	MBIT – Networking and Operating Systems Security – Graduation 6/14
EXAMPLE: SPAN110 Elementary Spanish I	3	CLEP	

By signing below, I acknowledge that I have read and understand the eligibility requirements, guidelines, and policies of PLA and would like to challenge the courses listed above.

Student Signature _____ **Date** _____

****PLA COURSE CHALLENGE METHOD REFERENCE CHART**

Assessment Method	Explanation	Link to Information	Documentation to Provide
Testing/Examinations	Standardized national exams: Examples include but are not limited to: CLEP, DSST, NYU SCPS Language Proficiency Exam.	http://www.bucks.edu/academics/pla/testing/	Request exam provider to send your official results directly to Bucks.
Bucks Departmental Challenge Exams	CREX (Credit by Examination) Challenge exams through Bucks academic departments.	http://www.bucks.edu/academics/pla/testing/	Test results will be sent from the Department in which the course is offered.
Military Smart Transcripts	Military training.	https://jst.doded.mil/official.html Note: This is a trusted site. Copy and paste the link into a different browser if it does not open correctly when you click on the link.	Submit Military Transcript. Request Official Military transcripts at https://jst.doded.mil/official.html Request the official Smart Transcript be sent directly to Bucks.
High School Technical Program Articulation Agreements	Formal agreements that provide detailed information about how specific high school technical programs equate to Bucks courses. Examples include but are not limited to: Completion of approved Technical High School Programs and Perkins Statewide Programs.	http://www.bucks.edu/academics/pla/agreements/	Submit Competency Reports, NOCTI Scores, and Letter from High School Instructor. Indicate Technical High School Program of Study and Graduation Date in table above.
Bucks Continuing Education Programs	Formal agreements that provide detailed information about how specific Bucks Continuing Education programs equate to Bucks courses.	http://www.bucks.edu/academics/pla/agreements/	Submit Transcript and/or Certificate of Completion. Indicate program of study and Completion Date in table above.
ACE or NCCRS Credit Recommendations/ Professional Certifications/Professional Training	Examples include but are not limited to: Learning evaluated by the American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS) such as Act 120, CompTIA A+, EMT, Firefighter I, First Responder, Microsoft MCSE, etc.	http://www.bucks.edu/academics/pla/recommendations/	Submit Transcript with ACE or NCCRS Credit Recommendations Submit current Professional Credential/License, Transcript, and/or Certificate of Completion.
Portfolios	Documented professional development; documented prior learning not included in the other categories.	http://www.bucks.edu/academics/pla/portfolio/ Portfolio submission website: https://www.ccfasttrack.org/	Students should contact the PLA office before proceeding with the Portfolio option.