



BUCKS COUNTY COMMUNITY COLLEGE PRIOR LEARNING ASSESSMENT (PLA) APPLICATION

Name: _____ Bucks Student #: _____

Bucks Email*: _____ Telephone #: _____

Major/Program of Study: _____ Education/Career Plans: _____

How did you hear about PLA? _____

*PLA updates and correspondence will be sent to your Bucks email only.

PLEASE COMPLETE BOTH SIDES OF THE APPLICATION

IN ORDER TO PROCEED WITH YOUR REQUEST TO CHALLENGE A COURSE(S) AND HAVE YOUR PRIOR LEARNING EVALUATED FOR COLLEGE EQUIVALENCY CREDIT, WE ASK THAT YOU READ, CHECK EACH OF THE FOLLOWING, AND SIGN BELOW. THIS WILL CONFIRM YOUR UNDERSTANDING OF THE BUCKS ELIGIBILITY GUIDELINES AND POLICIES OF PLA:

- Assessing your prior learning and your ability to challenge a course requires the following:
 - Good academic and financial standing with the College
 - Current enrollment and participation in courses at Bucks County Community College
 - Successful completion of a semester at Bucks before credits can be applied.
- Equivalent (PLA) college credit may be granted only for courses that are requirements of your Program of Study (your major).
- Official documentation of your learning is required and will be reviewed and evaluated by the Academic Department under which the course(s) you are challenging are offered.
- There are several methods for evaluation of learning including but not limited to portfolio, CLEP, departmental exam, etc. Depending on the method of assessment used to evaluate your prior learning, there may be a fee. The fee would be payable in advance and non-refundable. Please consult the PLA Office for details about fees.
- PLA equivalency 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.
- Bucks graduation residency requirements include the completion of a minimum of 30 credits of Bucks internal college-level coursework for the associate degree or at least 50% of the credits for a certificate. (Internal credits include graded courses as well as non-traditional credits with the grades of CX, CL, or LE. For the associate degree, a minimum of 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 30 degree-related credits to Bucks. This includes credits from all postsecondary institutions. Please check with the PLA advisor if you have transfer credits and/or other PLA credits counting towards your degree. The PLA advisor can help to determine if you will meet residency requirements and if PLA equivalency credits can be applied to your degree.
- When pursuing PLA equivalency 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 equivalency credit.

PLEASE COMPLETE BOTH SIDES OF THE APPLICATION

By signing below, I acknowledge that I have read and understand the eligibility guidelines and policies of PLA.

Student Signature _____ ***Date*** _____

Complete and submit this application to the PLA Office located in Student Services on the first floor of Rollins on the Newtown Campus: 275 Swamp Road, Newtown, PA 18940. If you have additional questions, or would like to schedule an appointment, please contact the PLA office via email pla@bucks.edu or call: 215-968-8161.

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

Use the PLA Course Challenge Methods chart on this page to help determine which course(s) you propose to challenge for equivalency credit, the method you will use, and documentation you will provide and list this information in the table below.

Course Prefix and Number	Number of Credits	Course Name	PLA Course Challenge Method Proposed** (See the chart on this page to help determine the method for challenging the course)
EXAMPLE: CISC143	4	Essentials of Networking	MBIT – Networking and Operating Systems Security – Graduation 6/14
EXAMPLE: SPAN110	3	Elementary Spanish I	CLEP

****PLA COURSE CHALLENGE METHODS**

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.cfasttrack.org/	Students should contact the PLA office before proceeding with the Portfolio option.