



# 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](mailto: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 credit or non-credit 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](mailto:pla@bucks.edu) or call: 215-968-8161.

\*For students pursuing a degree or certificate at Bucks, equivalent credit for CLEP may be applied to courses outside of the student’s Major/Program of Study.

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

- Students who have Public Safety Certifications (IFSAC and/or ProBoard) awarded internally from Bucks County Community College need to include a completed Public Safety Equivalent Credit Request Form and may have different policy requirements. Please follow the requirements outlined on the Public Safety Equivalent Credit Request Form rather than the policies below.
- Students must be in good academic standing with Bucks County Community College.
- Students must be in good financial standing with the College.
- 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.

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**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](mailto:pla@bucks.edu) or 215-968-8161.

Course Number and Name	Number of credits	PLA Course Challenge Method	Student Notes – Provide Additional Information as needed
<b>EXAMPLE:</b> CISC143 Essentials of	4	Articulation Agreement	MBIT – Networking and Operating

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. ***If you have questions, or would like to schedule an appointment, please contact [pla@bucks.edu](mailto:pla@bucks.edu) or call: 215-968-8161.***

**Student Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Bucks County Community College does not discriminate in its educational programs, activities or employment practices based on race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, veteran status, union membership, or any other legally protected category

