



### Application for Prior Learning Assessment

(Please Print)

Last Name: \_\_\_\_\_ First: \_\_\_\_\_ MI: \_\_\_\_\_

Student GC ID# \_\_\_\_\_ Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

By signing below, I certify that the information including in this application is true and correct to the best of my knowledge.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### Credit for Continuing Education Courses

Signatures below indicate that the following items have been verified (please check):

- Student has successfully completed six semester hours of non-developmental course work. (attach transcript)
- Student has paid CE to Credit fee for each course in the Business Office (attach receipt).
- Student successfully completed the following courses:

CE course(s) complete

Seeking credit for credit course(s)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Director of Continuing Education: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Admission/Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Entered on transcript: \_\_\_\_\_ Date: \_\_\_\_\_

### Credit by Course Challenge Examination

Signatures below indicate that the following items have been verified (please check):

- Student has successfully completed six semester hours of non-developmental course work. (attach transcript)
- Student has paid the \$50 testing fee for each course (attach receipt).
- Student has not attempted course for which he/she is pursuing credit.
- Student passed the course challenge examination (as determined by the faculty) for the following course(s):

\_\_\_\_\_  
Program Coordinator/Director: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Dean or Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Director of Admission/Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_  
Entered on transcript: \_\_\_\_\_ Date: \_\_\_\_\_

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**Credit by State or National Credential**

Signatures below indicate that the following items have been verified (please check):

- Program Director has reviewed credentials to verify they are current and applicable. (attach copy)
- Student has successfully completed six semester hours of non-developmental course work. (attach transcript)

Based upon student's credential, certificate or licensure, student will be given credit for the following course(s):

\_\_\_\_\_  
\_\_\_\_\_

Program Director/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Admission/Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Entered on transcript: \_\_\_\_\_ Date: \_\_\_\_\_

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**Credit for Military Training**

Students seeking credit for military training should contact the Admissions office. Credit will be awarded based on military credentials and recommendations from the Guide to the Evaluation of Educational Experiences in the Armed Services as published by the American Council on Education (ACE).

The Admissions office can be contacted at 409-944-1230.

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**Articulated Credit**

Some students may be eligible to receive credit based upon coursework they completed in high school for schools that have articulation agreements with Galveston College. Students should contact the Program Director in that specific area for more details.

Student will need to pay a \$25 Articulated Credit Fee for each course. Fees can be paid in the Business Office (attach receipt).

Based upon student's high school work and that the student has successfully completed six semester hours of non-developmental course work at GC (attach transcripts), student will be given credit for the following course(s):

\_\_\_\_\_  
\_\_\_\_\_

Program Director/Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

Dean or Division Director: \_\_\_\_\_ Date: \_\_\_\_\_

Director of Admission/Registrar: \_\_\_\_\_ Date: \_\_\_\_\_

Entered on transcript: \_\_\_\_\_ Date: \_\_\_\_\_

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Additional Information for credit by Prior Learning Assessment can be found in the Prior Learning Assessment Process document that is included the catalog. A copy of the process can be obtained in the Continuing Education office or Admissions.



## **Prior Learning Assessment Process**

Galveston College supports the concept that learning can and does occur outside the traditional college classroom. In today's world, many students acquire substantial education through experience, continuing education, military experiences, and other non-traditional avenues of learning. The Prior Learning Assessment (PLA) is a process for assessing learning gained outside a traditional academic environment. The following guidelines pertain to all awarded credit regardless of the PLA process used (credit by exam, experience, CE, etc.)

- A maximum of 24 semester hours of credit may be earned by PLA and applied towards the degree.
- A student must have enrolled and completed at least 6 semester hours of non-developmental courses at GC before the PLA credit will be posted to their permanent record.
- Students may not establish credit by examination for any course which has been previously attempted at Galveston College or another college. A class will be considered attempted once the class has met census date and therefore the class is on the student's official transcript.
- Credit established through any PLA process becomes part of the student's record.
- Students who are awarded credit by any PLA process will receive a grade of a "CR" on their transcript.
  - The semester credit hours will apply toward graduation requirements, but are not calculated in the grade point average.

### **Credit for Continuing Education Courses**

Galveston College may award college credit for continuing education courses only when there is documentation that the continuing education coursework is equivalent to a designated credit course. Awarding credit for continuing education courses work involves at least three considerations:

- The educational quality of the course for which the student desires credit.
- The comparability of the nature and content of the continuing education course with the curriculum course for which credit is desired.
- Demonstration of competencies/learning outcomes by the student, either as part of the course or subsequent to it.

Continuing education coursework that was completed over two years ago will be awarded for credit only if all the required documentation is available. The College is not required to keep detailed class records beyond two years. Students wishing to receive credit for continuing education courses are encouraged to complete the paperwork as soon as possible following the completion of the class.

Students wishing to receive credit for continuing education courses should complete the following steps:

1. Contact the Continuing Education Office to obtain the Prior Learning Assessment form.
2. Submit all documentation with completed application to the Director of Continuing Education for review. This should include documentation of the CE courses completed and an unofficial transcript documentation at least 6 credit hours of non-developmental courses taking at GC.
3. Student must pay the required \$25 CE to Credit fee for each course. Fees can be paid in the Business Office.
4. The application along with payment receipt will be forwarded to the Dean of Technical & Professional Education. If the application for CE to Credit pertains to an academic course then the application will be forwarded the appropriate Division Director.
5. The Dean or Division Director will review the application to ensure all requirements have been met before approving the form.
6. Approved applications will be submitted to the Admissions Office so that the classes can be posted with a grade of “CR” on the student’s permanent record.

### **Credit by Examination**

The following credit by examination programs are recognized by Galveston College:

- College Level Examination Program (CLEP) from College Board
- Advanced Placement (AP) from College Board
- International Baccalaureate (IB)
- Departmental Created Course Challenge by Examination.

Students wishing to acquire credit via CLEP, AP and IB exams should visit with a counselor or advisor for more information. The following are the procedures for acquiring credit by Departmental Created Course Challenge by Examination.

### **Credit by Course Challenge by Examination**

Faculty are responsible for selecting which courses can be challenged by exams. Students who elect to challenge a course by examination for credit in occupational-technical or specific academic courses should contact the Program Director or Coordinator in that area to receive approval first. Once the faculty has agreed that this is an acceptable class to be challenged by examination, students are to complete the following steps:

1. Obtain a Prior Learning Assessment Form from a counselor/advisor.
2. Pay the required fee for the examination at the Business Office. Students are required to pay the current in-district tuition rate (no fees) per credit hour earned by exam.
3. Submit the Course Challenge by Examination Form to the appropriate Dean or Division Director.
4. Allow the Dean’s/Division Director’s Office to contact the student to schedule the examination.

Course Challenge Examinations will be prepared by the appropriate Program Coordinator/Director’s office. Scoring and grade determination procedures will be reviewed by the Division Director. The Dean or Division Director will forward successful examination results to the Office of Admission and results will be recorded with the grade of a “CR” on the transcript.

## **Evaluated Credit – Evaluation of Credentials**

Students may earn credit by an evaluation of various credentials, including but not limited to the following:

- Formal military training (credit for military experience and training will be awarded based on military credentials and recommendations from the Guide to the Evaluation of Educational Experiences in the Armed Services as published by the American Council on Education).
- State or national board exams/certifications (LVN, RN, Law Enforcement, etc.)
- Non-traditional transcripts (hospital-based schools, cosmetology, etc.)

Students wishing to earn credit for military training should contact the admissions office. The process varies based upon what courses the student wants to earn credit for. Student wishing to earn credit for their state or nationally recognized credentials should first contact the Program Director or Coordinator. Credit will only be awarded for current credentials. Expired certificates or licenses will not be accepted.

## **Articulated Credit**

Some students may be eligible to receive credit based upon coursework they completed in high school for schools that have articulation agreements with Galveston College. (Currently this only includes GISD). In order to receive articulated credit the student must:

1. Meet all GC admissions requirements and be officially enrolled to be eligible for credit via articulation.
2. Have graduated from high school before articulated credit can be granted.
3. Have an official high school transcript on file with GC Admissions Office.
4. Initiate a degree plan at the time of enrollment and must major in the area of articulation in order to receive credit.
5. Have successfully completed the high school courses and received a grade of 80% or higher in order for credit to be awarded.

The Program Director will be responsible for evaluating the official high school transcript and recommending articulated credit based on the stated conditions in the applicable articulation agreement. This recommendation is approved by the Dean of Technical and Professional Education and forwarded to the Admissions Office for implementation.