

# Polk State College

## Request to Pursue Prior Learning Assessment Credit

**Note:** The PLA Portfolio Development course is a 0 credit/no cost course which is **REQUIRED** for all students pursuing PLA credit for the first portfolio. Students may choose to repeat the course for subsequent portfolio submissions or may compile their additional portfolios following the course content from the first portfolio. The course must be completed for the first portfolio submission. **\*\*\*Submission of a portfolio does not guarantee that credit for the course sought will be granted.**

To initiate this process, complete this form and submit to Matina Wagner, PLA Coordinator at [mwagner@polk.edu](mailto:mwagner@polk.edu). Note that you must review the *PLA Information and Orientation* presentation at [polk.edu/pla](http://polk.edu/pla) → *PLA Information and Orientation* prior to completing and submitting this request.

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### PERSONAL INFORMATION

Student Polk State College ID:	
Student Name:	Email Address:
Student Address:	
Phone:	Alternate phone:
Please indicate best way to contact:	

### POLK STATE COLLEGE INFORMATION

Degree Student is seeking:	BAS:	AS:	Certificate:
Program of Study:	Program Code:		
This course is required of your program to satisfy the specific degree requirement for (choose one):			
General Education Core Subject in:			
Program requirement course of:			
Elective course of:			

**INFORMATION ON REQUESTED COURSE** (You must request course approval individually for each course you plan to submit a portfolio for; please request each PRIOR to preparation of the portfolio.)

Course Title:	
Course Number	Credits

With this form, also submit the following:

- A BCI with course description and learning outcomes for course requested ([polk.edu/bci](http://polk.edu/bci))
- Student's abstract: this is a succinct executive summary indicating your justification for this request, with an indication of the source of your experiential learning and confirming your ability to provide the documentation needed to show achievement of the course learning outcomes. Note that this involves the ability to demonstrate the learning that took place and

not simply completion of activities. Please review the PLA Information and Orientation presentation for more information.

- Student's resume
- Unofficial Transcripts

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*With my digital signature below, sent from my Polk State/personal email address, I attest and signify that the information included in this portfolio request and what is being submitted to Polk State College is true and correct.*

*I have completed the PLA Information and Orientation and affirm that to the best of my knowledge I can comply with the self-assessment questions. ([polk.edu/pla](http://polk.edu/pla) → PLA Information and Orientation)*

*I understand that failure to provide accurate information is considered adequate grounds for dismissal from the College and for revocation of credits granted.*

*I also understand that submission of the portfolio does not guarantee approval of credit.*

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<b>Student:</b>	<b>Date:</b>
<i>Reviewed and approved for Faculty Consideration:</i>	
>	<b>Date:</b>
<b>Matina Wagner, PLA Coordinator</b>	
<i>Reviewed by Program Director or District Dean and approved for continuation of process:</i>	
>	<b>Date:</b>
<b>Program Director/District Dean</b>	

<b>Explanation if not approved:</b>
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