

**APPLICATION FOR ACADEMIC CREDIT FOR PRIOR LEARNING**

NOTE: The student must have completed one course at South Seattle College before applying for Credit for Portfolio Review (ACPL). A maximum of 25% of the credits required for the program may be earned via Portfolio Review.

**INSTRUCTIONS**

1. STUDENT: Meet with the department Dean to determine if prior learning is offered for the course for which you seek credit. If prior learning assessment is offered, the Dean will determine the specific process to be used.
2. STUDENT: Complete Part I and meet with Dean for completion of Part II.
3. STUDENT: Once Part I and II are completed, scan the original signed document (both pages) and email to the Cashier’s office ([sscccashier@seattlecolleges.edu](mailto:sscccashier@seattlecolleges.edu)) Include a scanned copy of the completed credit card payment form (attached) authorizing the full amount due in Part II.
4. CASHIER: Complete Part III after payment processes successfully.
5. CASHIER: After payment processes and receipt is printed, scan this document and the receipt page and forward to Credential Evaluation office.
6. CREDENTIAL EVALUATION: Initiate final steps by forwarding necessary copies to the student and Dean.
7. DEAN: Assign an instructor to perform the assessment and hand this form to the faculty.
8. FACULTY: Set the assessment date and place the student.
9. FACULTY: Conduct and grade the assessment. Complete Part IV of this form, scan and email to Credential Evaluation office ([sevaluations@seattlecolleges.edu](mailto:sevaluations@seattlecolleges.edu))
10. CREDENTIAL EVALUATION: Enter the course, credit and grade received on the student’s transcript.

**Part I: (Student Completes)**

By engaging in Prior Learning Assessment, I acknowledge understanding of, and agreement that: <ol style="list-style-type: none"> <li>a. Payment is made for the opportunity to be assessed. Credit is only awarded if the demonstration of outcomes is successful.</li> <li>b. Credits for prior learning do not fulfill residency requirements for a degree, or certificate awarded at South Seattle College.</li> <li>c. Transferability of prior learning credit is subject to policies of the college/university to which I transfer.</li> </ol>	
STUDENT NAME:	EMPLID:
STUDENT SIGNATURE:	DATE:

**Part II: (Dean Completes)**

DEAN'S SIGNATURE:		DATE:
COURSE:	CREDITS:	INSTRUCTOR ASSIGNED:

**Part III: (Cashier Completes)**

ASSESSMENT FEE:	DATE FEE PAID:
CASHIER'S SIGNATURE (Attach Receipt):	

**Part IV: (Instructor Completes)**

ASSESSMENT METHOD(S) USED: <input type="checkbox"/> PORTFOLIO ASSESSMENT <input type="checkbox"/> DEMONSTRATED PRACTICAL APPLICATION	
ASSESSMENT RESULTS ( <i>Relate to course content and outcomes – attach additional pages to this form if necessary</i> ):	
GRADE ASSIGNED:	CREDITS GRANTED:
FACULTY SIGNATURE:	DATE: