| Student Name | First | MI | Last | ACC ID# |

Submit Joint Services Transcript to CC for Heroes for Evaluation.

Part 1. Visit with ACC Department Chair to discussion PLA options. Attach ACC unofficial transcript from WebACCess.

ACC Course Prefix	ACC Course #	Sem. Hours	Notes (Indicate Branch of Service)

Part 2. Student Eligibility and Criteria: Submit Application to College and Career Pathways Office (A227)

1. PLA credit may be awarded when the student has successfully completed the ACC Admissions process, and has submitted supporting Military documentation.
2. PLA credit will only be awarded as it applies to a current ACC program of study.
3. PLA is noted with a grade of "S" for the semester hour value and is not calculated in the institution's grade point average (GPA)
4. A maximum of 24 hours can be awarded for prior learning. These hours will not be counted toward resident credit.
5. Award of prior learning assessment at ACC does not guarantee transfer of such credit to other colleges and universities.

I understand I am responsible for determining transferability of this credit by contacting the institution(s) to which I plan to transfer.

Student Signature   **CCP Official Signature and Date**

CCP Recommendation: [   ] Review Approved   [   ] Review Denied

Part 3. Submit approved application and supporting documents to Department Chair (checklist per SACS criteria)

- ☐ Attach documentation of faculty qualification to teach at appropriate degree level (if applicable).
- ☐ Attach copies of AARTS and/or SMART transcript.
- ☐ Attach Military DD214 indicating:
  - o Graduation from an accredited public or private high school or a school operated by the US Department of Defense;
  - o Honorable discharge with a minimum two years of service in the armed forces or was discharged because of a disability.
- ☐ Attach documentation of equivalency of clock hours to ACC credit hours. (i.e. 15 clock hours = 1 ACC SCH) (if applicable)

Signatures below indicate verification that credentials/evidence presented meet criteria for award of credit.

Department Chair Signature and Date   **Dean Signature and Date**

CCP Document Review: [   ] Complete _____ (Initials)

Vice President of Instruction: [   ] Approved   [   ] Denied
 VPI Comments (if applicable):   **VPI Signature and Date**

Registrar's Office

Posted by: _____   Date: _____   Student informed via email on _____