



Credit for Prior Learning Assessment

Columbia-Greene Community College recognizes that many students receive training and education outside of the classroom through a variety of methods including professional positions, community service, military service, AP or CLEP exams, DSST tests, and other certifications. Typically, this learning does not appear on college transcripts as it happens in alternate, and sometimes informal, ways.

Students who believe they can demonstrate, and document, an area of expertise comparable to the learning which takes place in a traditional Columbia-Greene course are encouraged to petition for Prior Learning Assessment.

Limitations:

For life experience credit to be awarded, students must be able to claim learning equal to a currently approved course offered at Columbia-Greene Community College. Students may not receive credit for life experience if they have already received transfer credit for similar learning at another college. Life experience credit is generally used to fulfill elective credits.

Credit is awarded only to matriculated students and only where applicable to the student's program of study. If approved, the student will receive academic credit and will be notified in writing. Credit for life experience will be evaluated upon admission but will not appear on the student's transcript until the completion of 6 credits at C-GCC with a GPA of at least a 2.0.

A maximum of 30 semester hours may be awarded toward a two-year degree program and a maximum of 15 semester hours may be awarded toward a certificate program.

Fees:

Students will be charged an assessment fee of \$30.00 per semester hour awarded and credit will not be applied until fees are paid in full.

Process for Petition:

Students wishing to be considered for life experience credit are required to submit the following documents to the Office of Admissions:

- Complete the top portion of the Petition of Life Experience.
- Provide necessary documentation (samples of work, certificates, licenses etc.) to support evidence of learning course materials.
- Submit petition and supporting documents to the Office of Admissions by email (admissions@sunycgcc.edu) or mail (Office of Admissions, 4400 Route 23, Hudson, NY 12534).

This process could take up to 30 days to review. For questions on your petition, please contact the Office of Admissions at 518-828-4181 ext. 3427 or admissions@sunycgcc.edu.

Student PETITION for Life Experience Credit

Student Information:

Name: _____ ID# _____

Mailing Address: _____ City: _____

State: _____ Zip: _____ Phone: _____ Email: _____

Date of Submission: _____ Term Credits to be applied: Fall ___ Spring ___ Summer ___ Year _____

Student Instructions:

- Provide name of Columbia-Greene course/s being petitioned (example: BU 103):

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- Provide necessary documentation (samples of work, certificates, licenses etc.) to support evidence of learning course materials.
- Submit petition and supporting documents to the Office of Admissions by email (admissions@sunycgcc.edu) or mail (Office of Admissions, 4400 Route 23, Hudson, NY 12534).

To be completed by Office of Admissions and approved by Academic Chair or Program Coordinator

| C-GCC Course | Credits Awarded | Credits Approved Y/N | Department Chair or Program Coordinator Signature | Date |
|--------------|-----------------|----------------------|---|------|
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| | | Credits Approved Y/N | Academic Dean Signature | Date |
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For Internal Use Only, Instructions for Equivalency Credit Review:

- **Office of Admissions:** Complete the top portion of the form for submission to corresponding Academic Department/s for review.
- **Office of Admissions:** Will attach evidence of college credit or training along with this form to the Department/s for review.
- **Academic Department Chair or Program Coordinator:** Evaluate or delegate evaluation for appropriate equivalency credit based on evidence provided and indicate whether credits will be approved.
- **Academic Department Chair:** Sign, date, approve or deny credits and then forward to Dean of Academic Affairs.
- **Academic Dean Signature:** Sign, date approve or deny credits and then return to the Office of Admissions for processing.

| Internal Processing Instructions | Delivered | Reason | Completed (name) | Date |
|----------------------------------|--------------------------|---------------------------------|------------------|------|
| Academic Department | Academic Dean | For final approval | | |
| Dean of Academic Affairs | Office of Admissions | To process PLA form | | |
| Office of Admissions | Bursar | To collect payment from student | | |
| Bursar | Records and Registration | To enter credits in Banner | | |
| Records to Registration | Admissions | Scan in OnBase | | |