FISHER COLLEGE

OFFICE OF THE REGISTRAR

APPLICATION FOR PRIOR LEARNING ASSESSMENT

**INSTRUCTIONS:** This application should be completed by the student and submitted to the Academic Advisor (GPS) with all supporting documents. Upon receipt of all documents, the advisor will refer to the Health Information Program Director for review.

Students may be awarded credits for courses in which they have previously demonstrated proficiency by either earning national certification, or through on the coding job experience.

**PERSONAL INFORMATION:**

Applicant’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 First Middle Last

Phone: \_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_ - \_\_\_\_\_\_\_\_\_\_

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

**CRITERIA FOR PRIOR LEARNING ASSESSMENT (PLA):**

* Students must be admitted and matriculated to Fisher College degree.
* Students must intend to have continuous enrollment and remain actively enrolled in consecutive terms or semesters.
* Student must complete their degree within a period of five years.
* Bachelor degree candidates may compete for up to 30 PLA credits. The combination of transfer credits and PLA credits may not exceed 90 credits for bachelor degree candidates.
* Associate degree candidates may compete for up to 15 PLA credits. The combination of transfer credits and PLA credits may not exceed 30 credits for associate degree candidates.

Name the course/s for which you would like to receive Prior Learning Credit. Please refer to the course description section of the Fisher College catalog and list the course with its prefix, number, and full name.

For example: HT 208 Coding and Classification I. If you intend to complete for more than three courses, please complete a second form.

Course Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Course Request: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Additional Comments:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Statement explaining extenuating circumstances: Please site reasons why you feel your request should be granted (attach and appropriate/required documents or an additional sheet if more space is needed).

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

 Student’s Signature Date

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_
Petition RECOMMENDED Advisor/Site Director Date

Yes\_\_\_\_\_\_ No\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_

Petition RECOMMENDED Program Director Date

Registrar’s Office Use Only:

Date Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Processed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FISHER COLLEGE PRIOR LEARNING ASSESSMENT AGREEMENT**

Student’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID#\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Students accepted for Prior Learning Assessment (PLA) agree to abide by, adhere to, and understand the rules and regulations of the Program.

**The Program:**

• Students must be admitted and matriculated to a Fisher College degree program.

• There is an expectation of continuous enrollment and that students will enroll in consecutive terms or semesters.

• The degree must be completed within a period of five years.

• Bachelor degree candidates may compete for 30 PLA credits. The combination of transfer credits and PLA credits may not exceed 90 credits for bachelor degree candidates.

• Associate degree candidates may compete for 15 PLA credits. The combination of transfer credits and PLA credits may not exceed 30 credits for associate degree candidates.

• Students are charged a fee per credit petitioned. A fee of $100 per credit hour is charged for the evaluation process. The fee is used to cover the cost of the evaluation process, and does not in any way indicate that the PLA will be accepted. The evaluation fee is nonrefundable.

• Full-time faculty, who are content specialists, will assess and validate prior learning and will make determination of credit awards, with external assistance if necessary. Students must demonstrate learning outcomes that are appropriate to the subject, course, or program. Credit may be granted only upon the recommendation of faculty who are appropriately qualified.

• Not all professional training submitted is eligible to earn college credit.

• Prior learning must be current and relevant.

• No credit is guaranteed through this process.

• PLA credits earned at another institution may not be transferred to Fisher College.

• Credit awarded through the Fisher PLA assessment may not transfer to another institution.

I acknowledge I read and understand the requirements for the Fisher College Prior Learning Assessment Program.

Student’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_

Program Director MCC/HIT/HIM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_