



**PRIOR LEARNING ASSESSMENT  
(PLA)  
STUDENT HANDBOOK**

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## Preface

This handbook provides students with the information needed when seeking credit for prior learning related to specific courses at the University of North Georgia. The handbook is also available online via the [UNG website](#).

For more information about PLA at UNG, contact:

**Christy Orr**  
Executive Director



A student who has earned a grade other than a W in the course may not earn CLEP, DSST or other exam credit for the course. A student may earn CLEP, DSST or other exam credit for a course in which he/she is currently enrolled provided that the student withdraws from the course no later than the last date in the term to withdraw with a W. Students should be aware that medical, dental, and other professional schools may not recognize course credit by examination in their admissions processes.

### ***Methods of Assessing Prior Learning for College Credit***

1. **Departmental Examination.** Students currently enrolled who present satisfactory evidence that they are knowledgeable in a particular subject may receive credit by an approved departmental examination developed and administered by the appropriate instructional department. Satisfactory evidence may be but is not limited to work experience, non-credit courses, coursework was taken at non-accredited institutions or military courses. The head of the instructional department offering the course must give permission; however, exams will not be permitted in courses for which a student has previously taken an exam for credit or was previously enrolled at UNG as a regular or audit student. (For more information, consult the [UNG Catalog](#).)
2. **National Standardized Examination.** Credit for prior learning may be awarded through College Level Examination Program (CLEP), Advanced Placement (AP) credit, Dantes Subject Standardized Tests (DSST), Foreign Language Achievement Testing Service (FLATS), and International Baccalaureate Program (IB) (further explanation is available in the [UNG Catalog](#)).

#### **CLEP (College Level Examination Program) Credit**

**College-Level Examination Program (CLEP) exams** are ninety-minutes (except the College Composition Exam, which is 120 minutes) available in five general areas and twenty-nine subject areas for students interested in earning college credit for the material they already know. Criteria for credit awarded for CLEP subject areas are available in the [UNG Catalog](#).

indicated by a "K" grade on the student's transcript. For a list of courses for which credit is available by DSST Credit, please see page 14 of this handbook.



## VETERANS AND CURRENT MILITARY SERVICE MEMBERS

The University of North Georgia is committed to helping veterans and current military personnel take full advantage of their eligible benefits from the [Department of Veterans Affairs](#). Students seeking VA educational benefits should contact the [UNG Financial Aid Department](#).

In addition to UNG resources, veterans and military service members are encouraged to explore the educational opportunities available through the [University System of Georgia](#).

Veterans and current military personnel may take advantage of the Military Evaluations Program conducted



## UNIVERSITY OF NORTH GEORGIA PLA PORTFOLIO POLICIES

1. Prospective students who fit the following criteria

10. Time Limit Policy: Students have up to two semesters to complete PLA by portfolio for a particular course. Students may have one additional semester if it becomes necessary to resubmit an unsatisfactory portfolio.

## Role Expectations

## CLEP Credits Granted by UNG



## DANTES (DSST) Credits granted by UNG

DANTES Subject Examination	Acceptable Examination Scores	UNG Course(s) Credited
<b>BUSINESS</b>		
Introduction to Business	46/400	BUSA 1105
Personal Finance	46	ECON 1502
Introduction to Computing	45/400	CSCI 1100 and 1150
<b>HUMANITIES</b>		
Principles of Public Speaking	47	COMM 1110
Introduction to World Religions	48/400	RELG 2860 or HIST 2860
Ethics in America	46/400	PHIL 2200
<b>MATHEMATICS &amp; SCIENCE</b>		
Fundamentals of College Algebra	47/400	MATH 1111
Environment & Humanity	46	ESCI 1105
	48/400	MATH 2400

## NOTES