COURSE SUBSTITUTION REQUEST
Prior Learning Assessment Form

PALM BEACH STATE COLLEGE

Eligibility: Student requesting Prior Learning credit for course work or industry certification or other experience earned or awarded prior to or outside of enrollment at Palm Beach State College must be admitted to the receiving program and earn at least 25% of the program credit/clock hours before the PL credits are applied to the student's transcript. *Exception*: Students seeking internal course credit that does not transfer to other Florida institutions. (ex. CJK1933.

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Section 1 – To be completed by Student

Student ID#: _____   Student Name: _____

Program Code: _____   Program Name: _____

Catalog Year: _____ *In some cases, the catalog year listed on this form may need to be changed to make the prior learning credit fit the best for degree audit purposes.*

REQUIRED PROGRAM COURSE			SUBSTITUTED COURSES		
Course Number	Course Title	Credits/Hrs	Course Number	Course Title	Credits/Hrs

JUSTIFICATION
Explain your reasons for submitting this request. Be specific and detailed. (Box will expand.) Attach any documentation that supports this request.

LEARNING OUTCOMES
Indicate appropriate learning outcomes that this course substitution meets. (Box will expand.)(Program Learning Outcomes are located at: http://www.palmbeachstate.edu/learningoutcomes/program-learning-outcomes/)

Section 2 – Cashier's Office
*Students requesting Prior Learning credit for course work earned prior to or outside of enrollment at Palm Beach State College must pay a **$50** processing fee.*

Student has paid $ _____ per established fee schedule.   Date: _____

 (Student - Attach copy of fee receipt)

Cashier-Misc. Receipt Code EL - Experiential Learning Fee

Section 3 – Signature Approval

Your signature affirms compliance with Academic Regulations. All signatures required.

Program Manager / Director: _____   Date: _____

Academic Associate Dean: _____   Date: _____

Academic Dean: _____   Date: _____

Section 4 – Registrar Posting to Transcript
Posted by: _____ Date Posted: _____

Term Posted: _____