



OFFICE OF ACADEMIC & STUDENT SUPPORT SERVICES  
50 Nightingale Hall ♦ 360 Huntington Avenue ♦ Boston, MA 02115 Tel 617.373.2400  
♦ Fax 617.373.5545 ♦ www.northeastern.edu/cps

Request for Prior Learning Assessment (PLA)

**Instructions:**

- Please contact your advisor
- Attach prior learning portfolio document indicating work or prior training experience content. Listing each corresponding CPS course content, subject code, number and credits you are requesting for PLA transfer credit awards.
- Review the Northeastern University College of Professional Studies PLA transfer credit policy:
- **Prior Learning Assessment**

Students may be eligible for PLA credit if they have accrued a foundation of knowledge and skills equivalent to the content of courses offered by the College of Professional Studies.

Awarded credits are incorporated into a student’s degree plan as transfer credits and are subject to the university’s residency requirement. PLA credit is limited to a maximum of 30 semester hours for undergraduate students.

Acceptable credits for PLA review are determined from training, and a portfolio review of prior work experience. As part of the consideration for PLA credits, faculty will evaluate and map learning outcomes and achievement in alignment with New England Commission of Higher Education accreditation requirements.

Potential PLA credits should be considered and discussed as part of a student’s transfer credits at the time of enrollment. Interested students should contact their academic advisor for more information.

- Allow two to 10 – 15 business days for the request to be processed.

Student Name:

*First (Given name)*

*Middle*

*Last (Family Name)*

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Mailing Address

<i>Street</i>	<i>City</i>	<i>State</i>	<i>Zip Code</i>

Primary telephone number:

Email Address:

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Student ID:

Current Degree and Major

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**Prior Learning Assessment (PLA)**

Professional learning or Training ( which you have prior learning experience)	CPS Course and Subject number	CPS Course Title	CPS Course Credits	Total Credits Requested
	<i>Example: English Dept. ENG 101</i>	<i>Introduction to Writing</i>	<i>3 semester hours</i>	

Signature

Date

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