PRIOR LEARNING ASSESSMENT (PLA)

FACULTY AND STAFF HANDBOOK

September 2014
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GENERAL INFORMATION

I. What Is Prior Learning Assessment (PLA)?

In 2011, in House Bill 1795, the Washington State Legislature defined prior learning as: “…the knowledge and skills gained through work and life experience; through military training and experience; and through formal and informal education and training from in-state and out-of-state institutions including foreign institutions.” Current changes in higher education, the economy and society in general, provide the impetus and context for the development of consistent and transparent policy and guidelines on assessing prior learning, and the implementation of practices that support increased assessment and award of credit for prior learning.

Community Colleges of Spokane (CCS) values the college-level knowledge students may have acquired outside the traditional college classroom. Students may have acquired this knowledge through past work, independent reading and study, training programs or in-service courses, volunteer service, cultural or artistic pursuits, hobbies and recreational pastimes, community or religious activities, organizational memberships, adult education, non-credit courses, study abroad, military training not evaluated for credit by ACE, or other experiences.

Prior Learning Assessment (PLA) enables the student to articulate this knowledge and potentially earn credit for it. Methods for evaluating prior learning include Advanced Placement (AP) examination; Armed Forces-Military Education and Experience evaluation Challenge Examinations; College Level Examination Program (CLEP); Industry Training, Certifications and Licensures evaluation; International Baccalaureate examination (IB); and Prior Learning Assessment Portfolio evaluation.

Students who have been accepted to attend SCC or SFCC are eligible for prior learning assessment consideration. No assurances of the number of credits awarded can be made prior to CCS review. While evaluation may occur before starting coursework, credit will be granted only once the student has completed 10-quarter credits in residence at CCS.

Credentials for degree students who are currently enrolled are reviewed by faculty from participating departments who determine if this process is appropriate and make recommendations for awarding prior learning credit. Review is based on equivalency to courses listed in the CCS Catalog (http://catalog.spokane.edu) or a Prior Learning Assessment (experiential learning) Portfolio.

II. PLA Improves Student Retention and Completion

The Council for Adult and Experiential Learning (CAEL), with support from the Lumina Foundation for Education, conducted a multi-institutional study on PLA and adult student outcomes, using the records of 62,475 students at 48 colleges and universities. The data from CAEL’s study (see Fueling the Race to Postsecondary Success) show that PLA students had better academic outcomes, particularly in terms of graduation rates and persistence, than other adult students. Many PLA students also shortened the time required to earn a degree, depending on the number of PLA credits earned. PLA students in this study also had much higher degree-earning rates than non-PLA students. More than half (56%) of PLA students earned a postsecondary degree within seven years, while only 21% of non-PLA students did so.

III. Where Do Students Obtain College-Level Learning?

College-level learning may be obtained through a variety of experiences. Staff is encouraged to use the Learning History Worksheet (Appendix A) and the following list of ideas to get students started:

- Employment: Any paid activity.
• **Education**: Non-credit courses, non-accredited training and seminars resulting in college-level learning. Among these would be workshops, clinics, conferences, discussion groups, evening courses, lecture series, television or radio courses, correspondence courses, or newspaper courses.

• **Volunteer Experiences**: Organizations including community service projects of any type, religious activities, and political activities.

• **Recreational activities and hobbies**: Any leisure time activity for the purpose of personal satisfaction and enjoyment. Examples include creative writing, theater, sports, artistic activities, gardening, camping, outdoor activities, concert or theater-going. Such activities would require extensive documentation and substantiation.

• **Military Experience**: Branch or service, rank, length of service, service school attended, and credit for military specialty.

• **Licenses, industry certifications, awards, and publications**: Any professional licenses held, awards received, or publications authored.

• **Travel**: Study tours, vacations, business trips, living for extended time in various parts of the country.

• **Other Significant Life Experience**

### IV. Who Evaluates College-Level Learning?

First, students should meet with their PLA Coordinator and develop their associate degree or certificate educational plan. Once students have their educational and career goals at least roughly defined, the student and PLA Coordinator discuss the possibilities for exploring alternate ways to earn credit such as: AP, CLEP, IB Challenge Examinations, Industry Certifications, Licensures and Articulations, Armed Forces-Military, or PLA Portfolio (experiential learning).

College-level learning may come from a variety of sources, including non-accredited training, in-service workshops, independent research, volunteer activities, employment, hobbies, travel, etc. Included in this handbook is a Learning History Worksheet to get students started on documenting possible sources of College-level learning and tying their learning to regularly-offered college courses.

Once a list of PLA possibilities has been compiled, the ideal would be for the student to contact a PLA Coordinator to discuss the student’s Learning History Worksheet and how to apply. However, if a student wants to obtain credit for AP, CLEP, or IB, they can meet with the Credentials Evaluator in the Transcript Office (Admissions) at SCC or SFCC to obtain credit through this process. If the student wants to obtain credit from Challenge Exams, Industry Certifications, Licensures and Articulations, Armed Forces-Military or PLA Portfolio they will need to meet with a PLA Coordinator to determine their specific PLA path. The PLA Coordinator will guide the student through the PLA path mutually agreed upon.

### V. How Long Does It Take to Get Credit?

Credit will be granted only once the student has completed 10-quarter credits in residence at CCS. The student and the Credential Evaluator will mutually agree upon the academic quarter to post the credit.

For PLA by Portfolio, the student is required to take a Portfolio Class (GENST 105 or equivalent). Once the class is complete the student will make an appointment with the Department and Faculty Evaluator to review and assess the portfolio and student’s competencies. The **Application for Prior Learning Assessment** (Appendix B), payment receipt and **PLA Portfolio Evaluation Report** (Appendix C) will be forwarded by the department to the Credentials Evaluator as soon as possible.
VI. How Many Credits May Students Obtain Through PLA?

Community Colleges of Spokane’s regional accreditation commission limits PLA credit. If the credit is for prior experiential learning credit is “limited to a maximum of 25% of the credits needed for a degree” (NWCCU standard 2.C.7).

The granting of credit or Continuing Education Units (CEUs) for continuing education courses and special learning activities is: a) guided by generally accepted norms; b) based on institutional mission and policy; c) consistent across the institution, wherever offered and however delivered; d) appropriate to the objectives of the course; and e) determined by student achievement of identified learning outcomes (NWCCU standard 2.C.18).

Community Colleges of Spokane maintains that 33% of the credits required for a degree or certificate must be taken in residence at Spokane Community College or Spokane Falls Community College. Courses may be taken on-ground at one of the campus locations or online via CCS eLearning.

VII. Can PLA Help the Student’s GPA?

Only PLA for Challenge Exams is calculated in the student’s GPA. All other PLA methods are not calculated in the student’s GPA.

VIII. Will PLA Credits Transfer to Another College?

It is at the discretion of the receiving institution to determine transferability of credit for prior learning.

IX. What Are Other PLA Credit Award Facts?

- May be used to meet appropriate graduation requirements.
- Do not count toward the residency requirement (33% of the credits required for a degree or certificate).
- May not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- May be granted for prior learning/experiential learning following completion of a portfolio class and/or evaluation of the prior learning/experiential learning.
- Must be obtained using methods approved by the appropriate department or designated department faculty member in the discipline for which credit is sought.
- Will be identified as credit for prior learning on student transcripts without guarantee of any subsequent transfer.

X. What Is the Process and Fees?

The Prior Learning Assessment Flowchart (Appendix D) and PLA Faculty and Staff Workflow (Appendix E) documents provide a detailed process for the various types of PLA as well as instructions for CCS faculty and staff involved in the process. Students complete the Application for Prior Learning Assessment (Appendix B) with their PLA Coordinator or Credentials Evaluator. For some PLA methods, there is a nonrefundable fee payable in advance at the Cashier’s Office. No fee is required for credit awarded through AP, CLEP, IB, or Armed Forces-Military Education and Experience evaluation. Fees posted on the application are subject to change.
XI. What Are the Methods of PLA?

Currently, there are seven identified methods that the CCS uses for evaluating PLA. Credits crosswalked and awarded for AP, CLEP and IB are identified in the CCS catalog under the Credit for Prior Learning tab (http://catalog.spokane.edu/PriorLearning.aspx). These methods are summarized below:

1. **Advanced Placement (AP):** Credit for minimum scores on Advanced Placement examinations given by the College Board is awarded upon receipt of official score reports. Official scores reports must be submitted to the Transcript Office of the SCC or SFCC. AP credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course.

2. **Armed Forces-Military Education and Experience:** The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Credit may be granted for satisfactory completion of:
   - Military service including basic training.
   - Military service schools in the amount recommended by the American Council of Education (ACE) in the publication, "Guide to the Evaluation of Educational Experiences in the Armed Forces."
   - United States Armed Forces Institute correspondence courses.
   - DANTES Subject Standardized Tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.
   - Portfolio Assessment

3. **Challenge Exams:** Students who wish to apply for a course challenge must be interviewed and approved through the instructional department. A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the CCS course. Not all courses are available for challenge. Not all departments offer challenge exams.

4. **College Level Examination Program (CLEP):** Community Colleges of Spokane will award credit for CLEP examinations as crosswalked in the CCS catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department.

5. **Industry Certifications and Licensures:** Individuals who have completed training through non-degree awarding agencies or institutions may apply for evaluation for credit. Examples include recognized nursing and fire service training, law enforcement/corrections, or fire science academies, and other certifications, licenses, and approved articulation agreements. Official documentation of training or licensure is required. All certifications or licenses must be current and valid, and training must be documented with ACE National Guide to College Credit for Workforce Training articulation agreements or other CCS approved sources. If training is not documented with an approved source, students should apply for credit using the PLA Portfolio and/or Challenge Examination methods.

6. **International Baccalaureate (IB):** Community Colleges of Spokane will award credit for Higher Level International Baccalaureate exam results as crosswalked in the CCS catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department faculty.

7. **Prior Learning Assessment (PLA) Portfolio:** Students who wish to pursue credit by PLA Portfolio must enroll in and successfully complete a portfolio class (GENST 105 or equivalent). Students should have justification for their requests such as high school or college transcripts, detailed resumes and other pertinent documentation prior to enrolling in the class. Normal tuition charges apply for the portfolio class. Additionally, a portfolio assessment fee will be charged upon portfolio course completion for prior learning credits attempted.
A PLA Portfolio is detailed documentation illustrating what students have learned from various work and experiential learning. The required documentation varies from course to course but may include samples of work, an essay explaining the student’s experiences and knowledge, or certificates showing successful completion of workshops or seminars.

In the portfolio class, faculty will help determine which courses are the best fit for the student’s skills and will guide the student in developing a comprehensive portfolio. The completed portfolio will be reviewed to determine what credit can be awarded. Once the number of credits attempted is determined, students must pay the appropriate fees and submit the portfolio to the faculty evaluator for assessment.

XII. What Are the PLA Definitions?

**Credentials Evaluator**: Staff member who evaluates student credentials for AP, CLEP, or IB for credit award. They also are responsible for posting all PLA credits earned to the student’s transcript.

**Faculty Evaluator**: Faculty member who is the subject matter expert (SME) for evaluating credit earned within their departments for students applying for PLA credit. They represent the academic department in determining the equivalency of the PLA Portfolio, certifications, licenses, articulations, exams and military documentation for PLA credit and are the final approval authority for PLA credit earned.

**GENST 105 Portfolio Development**: General Studies 105 is a variable credit PLA portfolio course. Students may take an equivalent portfolio class that is program specific if one exists (i.e. CJ 250 Career Assessment or FS 260 Career Assessment).

**PLA Coordinator**: Specially trained faculty member that meets with and assists the student in the PLA process.

**PLA Portfolio Evaluation Report**: The report used to document the evaluation of the student’s portfolio. The Faculty Evaluator completes the report and is the final authority for PLA credit award. Results of the report are then recorded on the **Application for Prior Learning Assessment** form. The Credentials Evaluator then posts credits earned to the student’s transcript.

**Prior Learning Assessment (PLA)**: Assessment of credit potentially earned for experiential learning outside of the classroom. This assessment is documented in the form of test scores, certificates, licenses, portfolios or other documentation that is evaluated by the designated CCS faculty and staff to assess and transcribe the credit.
PRIOR LEARNING ASSESSMENT PARTICULARS

I. How Do Students Write and Submit the PLA Portfolio?

The student will learn the requirements and how to write and submit a portfolio through the GENST105 Portfolio Development class. What is important is that the portfolio demonstrates what students have learned from the experience; not merely that students have had the experience. The Faculty Evaluator will be the decision point on evaluating the student's portfolio for credit award.

A list of suggested forms of documentation for the student’s portfolio is provided below representing what can be requested of the student when taking the PLA Portfolio course. This list is not all inclusive and there may be other items that could be added or deleted.

- Letters from employers or supervisors
- Copy of a certificate
- Letters of reference
- CDs/DVDs
- Resumes
- Newspaper/periodical articles highlighting activity and learning obtained
- Artwork
- Photographs of creative or scholarly activity
- List of books and periodicals read, and other sources showing what students have learned
- Papers and proposals
- Job descriptions and/or classifications
- Official forms or records (promotions or job evaluations)

Once a student completes the portfolio, the student will need to pay a processing fee for the credits requested and submit the portfolio to the Faculty Evaluator for review and credit award. Once the portfolio is approved, the Credentials Evaluator posts credits earned to the student’s transcript. Payment of fees does not guarantee credit will be awarded.

II. What Are Techniques That May Be Used to Evaluate the PLA Portfolio?

In conducting any type of assessment, it is important that careful documentation be made of the entire assessment process. The PLA Portfolio Evaluation Report is the document used to record results of the student’s portfolio evaluation.

The student’s portfolio should:

- Address the student learning outcomes identified in the course syllabus
- Demonstrate college-level learning at the Passing “P” (2.0) level or higher
- Reflect the student’s experiential learning and knowledge and translate that to other contexts
- Provide evidence to support learning and competencies
- Be well-organized, coherent and relevant to the student learning outcomes for each course
While the portfolio provides written evidence documenting the student's background, knowledge and skills, there are five basic types of assessment procedures that are most commonly used, singularly/or in combination, when carrying out a PLA evaluation:

1. **Oral interview** - through a directed conversation, the Faculty Evaluator ascertains the extent of the student's knowledge.
2. **Observation of competencies** - the Faculty Evaluator observes the student demonstrating the competency directly, as in welding.
3. **Skills demonstration/presentation** – the student demonstrates learning gained by the prior experience through a presentation or product.
4. **Assessment of direct documentation** – the Faculty Evaluator will verify and review certificates, licenses, newspaper articles, artwork, etc.
5. **Assessment of indirect documentation** – the Faculty Evaluator will verify and review employer or reference letters, and other third party validations of the student's learning.

### III. What Is the PLA Information Release Form?

The **PLA Information Release Form** (Appendix F) provides CCS the student’s authority to use their Prior Learning Assessment Portfolio for instructional purposes. The student signs the release form and the faculty provides a copy to the student and keeps one in the GENST 105 or equivalent faculty files. The student also has the authority to revoke the release of their information.

### IV. What Does the PLA Coordinator Do?

The PLA Coordinator guides the student to the most appropriate PLA method when the student meets to discuss their academic endeavors. The PLA Coordinator may refer the student to the Credentials Evaluator if the student is seeking PLA credit award for AP, CLEP or IB.

The PLA Coordinator:

- Explores the simplest, most relevant, and cost-effective path for the student to receive credit
- Reviews the student’s eligibility for obtaining PLA credit
- Ensures the student doesn’t already have credit for the identified CCS course
- Notes the maximum number of credits the student may obtain through PLA
- Works with faculty to identify appropriate CCS course based on ACE credit recommendations
- Assists the student with enrolling in GENST 105 or equivalent if most appropriate avenue for obtaining PLA credit
- Discusses authorization for release of the PLA Portfolio (if applicable)
- Fills out PLA Application Form with Student (for appropriate PLA path)

### V. What Does the Faculty Evaluator Do?

The Faculty Evaluator represents the academic department in determining the equivalency of the PLA Credit (all PLA methods) to the identified department’s undergraduate course. The Faculty Evaluator will lead the assessment and evaluation of the student’s PLA portfolio. If the PLA Portfolio is approved, the Faculty Evaluator will submit the PLA credit recommendation to the Department for final review and approval.

The Faculty Evaluator:

- Acknowledges if a department allows PLA evaluation of its courses
- Evaluates the PLA Portfolio or Certificate/License
- Fills out PLA Application Form with Student (for appropriate PLA method)
• Completes the **PLA Portfolio Evaluation Report** and the Report of Prior Learning Credit Award section on the **Application for Prior Learning Assessment**

**VI. What Does the Department Do?**

The Department is the focal point for the student to submit the portfolio. The Department **identifies** Faculty Evaluators for portfolio evaluation and has final approval of PLA credit awards.

**VII. What Does the Credentials Evaluator Do?**

The Credentials Evaluator evaluates student’s credentials for AP, CLEP, or IB for credit award. They also are responsible for posting all PLA credits earned on the student’s transcripts.

The Credentials Evaluator:
- Evaluates the PLA method/scores for AP, CLEP, and IB
- Consults faculty approved crosswalk for credit awards
- Fills out PLA Application Form with Student (for appropriate PLA method)
- Transcribes the PLA credits awarded to the student’s transcripts

**VIII. What Does the Cashier Do?**

The Cashier must document payment for the PLA application and fees by placing the Transaction Number on the **Application for Prior Learning Assessment (PLA) Form**. This provides evidence that the student has paid all fees for the PLA.
APPENDICES

Appendix A: Learning History Worksheet
Appendix B: Application for Prior Learning Assessment (PLA)
Appendix C: PLA Portfolio Evaluation Report Form
Appendix D: Prior Learning Assessment Flowchart
Appendix E: PLA Faculty and Staff Workflow
Appendix F: PLA Information Release Form
## Appendix A: Learning History Worksheet

<table>
<thead>
<tr>
<th>MAJOR TOPIC AREAS (Experience)</th>
<th>WHAT DID I LEARN?</th>
<th>DEPARTMENT (Course Equivalents)</th>
</tr>
</thead>
<tbody>
<tr>
<td>EMPLOYMENT</td>
<td></td>
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<tr>
<td>EDUCATION</td>
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<tr>
<td>VOLUNTEER EXPERIENCE</td>
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<td></td>
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<tr>
<td>RECREATIONAL ACTIVITIES/HOBBIES</td>
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</tr>
<tr>
<td>MAJOR TOPIC AREAS (Experience)</td>
<td>WHAT DID I LEARN?</td>
<td>DEPARTMENT (Course Equivalents)</td>
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<td>MILITARY EXPERIENCES</td>
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<tr>
<td>LICENSES, AWARDS, PUBLICATIONS</td>
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<tr>
<td>TRAVEL</td>
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<tr>
<td>OTHER SIGNIFICANT LIFE EXPERIENCE</td>
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Appendix B: Application for Prior Learning Assessment

Community Colleges of Spokane
APPLICATION FOR PRIOR LEARNING ASSESSMENT (PLA)

Name ____________________________________________ Last ____________ First ____________ Middle ____________ Student Identification Number ____________________________

E-mail ____________________________________________ Daytime Phone ____________________________ [ ] SCC [ ] SFCC

FOR STUDENTS: READ THE FOLLOWING GENERAL POLICY CAREFULLY

- No assurances of the number of credits awarded can be made prior to CCS review.
- Students who have been accepted to attend SCC or SFCC are eligible for PLA consideration.
- Credit may be transcripted once the student has completed 10 quarter-credits in residence at CCS.
- Credit is not counted toward the CCS residence credit requirement (33% of the credits required for a degree or certificate).
- Credit may not satisfy credit load requirements for the purposes of veterans benefit program funding or any other student financial assistance program.
- For some prior learning assessment, there is a nonrefundable fee payable in advance at the Cashier's Office.
- Payment of fees does not guarantee the award of credits.
- No fee is required for credit awarded through AP, CLEP, DSST, IB, or military education with official transcript.
- A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the CCS course.
- Credit may be used to meet appropriate graduation requirements.
- Credit for prior experiential learning is limited to a maximum of 25% of the credits needed for a degree or certificate.
- Transferability of credit will be subject to the policies of the receiving institution.

I request assessment for prior learning as indicated below. I have read and understand the general policy as outlined, and understand that payment of fees is nonrefundable and does not guarantee award of credits. I further understand that credit awarded will be posted to my transcript at the end of the grading period in which approval is granted.

Student Signature ____________________________ Date ____________

This application is valid up to one year from date received.

<table>
<thead>
<tr>
<th>FEES DUE (OFFICE USE ONLY)</th>
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<tbody>
<tr>
<td>Type of Assessment: (no fees due)</td>
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<tr>
<td>Advanced Placement (AP)</td>
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<td>Armed Forces – Military Education</td>
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<tr>
<td>Articulation</td>
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<tr>
<td>College Level Examination Program (CLEP)</td>
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<tr>
<td>DANTEs Subject Standardized Test (DSST)</td>
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<tr>
<td>Industry Certifications &amp; Licensures</td>
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<tr>
<td>International Baccalaureate (IB)</td>
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<tr>
<td>Other approved course equivalencies</td>
</tr>
</tbody>
</table>

Total Due = $

FEE PAYMENT (TO BE COMPLETED BY CASHIER)

Cashier initials (attach copy of receipt) ____________ Amount Received: $ ____________

REPORT OF PRIOR LEARNING CREDIT AWARD

Faculty Evaluator Name (Please Print): ____________________________________________

<table>
<thead>
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<th>Course No.</th>
<th>Course Title</th>
<th>Credits</th>
<th>Grade</th>
<th>Faculty Evaluator Signature</th>
<th>Date</th>
<th>Department Chair Signature</th>
<th>Date</th>
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ccs 8425 (09/14)

Marketing and Public Relations
WHO DO I CONTACT?

GENERAL INFORMATION
Do you have questions, but not enough time to meet with a counselor or credentials evaluator? Are you unsure who you should contact? E-mail questions to pla@ccs.spokane.edu.

ADVANCED PLACEMENT (AP): Contact Admissions Office.
Credit for minimum scores on Advanced Placement examinations given by the College Board is awarded upon receipt of official score reports. Official scores reports should be submitted to the Transcript Office of SCC or SFCC. AP credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course. (Refer to catalog for course equivalencies.)

ARMED FORCES-MILITARY EDUCATION AND EXPERIENCE: Contact PLA Coordinator.
The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Credit may be granted for satisfactory completion of the following when it is specific and applicable to the student's program or degree.
- Military service including basic training.
- Military service schools in the amount recommended by the American Council of Education (ACE) in the publication, "Guide to the Evaluation of Educational Experiences in the Armed Forces."
- United States Armed Forces Institute correspondence courses.
- DANTES Subject Standardized Tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.
- Portfolio Assessment. (Students who wish to pursue credit by portfolio must enroll in and successfully complete a portfolio class GENST 105 or equivalent.)

ARTICULATION: Contact Admissions Office.
Credit will be awarded to students who have met the requirements of an approved articulation agreement with SCC or SFCC. Official score reports should be submitted to the Transcript Office of SCC or SFCC. Articulation requirements will be reviewed and verified by the appropriate office or department.

CHALLENGE EXAMINATIONS: Contact PLA Coordinator.
Students who wish to apply for a course challenge must be interviewed and approved through the instructional department. A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the CCS course. Not all courses are available for challenge. Not all departments offer challenge exams.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP): Contact Admissions Office.
Community Colleges of Spokane will award credit for CLEP examinations as crosswalked in the CCS Catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department. (Refer to catalog for course equivalencies.)

INDUSTRY CERTIFICATIONS AND LICENSURES: Contact PLA Coordinator.
Individuals who have completed training through non-degree awarding agencies or institutions may apply for evaluation of credit. Examples include recognized nursing and fire service training, law enforcement/corrections, or fire science academies and other certifications or licenses. Official documentation of training or licensure is required. All certifications or licenses must be current and valid, and training must be documented with ACE National Guide to College Credit for Workforce Training. If training is not documented with ACE, students should apply for credit using the PLA Portfolio and/or Challenge Examination methods.

INTERNATIONAL BACCALAUREATE (IB): Contact Admissions Office.
Community Colleges of Spokane will award credit for Higher Level International Baccalaureate exam as crosswalked in the CCS Catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department faculty. (Refer to catalog for course equivalencies.)

PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO: Contact PLA Coordinator.
Students who wish to pursue credit by PLA Portfolio must enroll in and successfully complete a portfolio class (GENST 105 or equivalent). Students should have justification for their requests, such as a high school or college transcripts or detailed resumes and other pertinent documentation, prior to enrolling in the course. Normal credit charges apply for the portfolio course and a prior learning portfolio assessment fee will be charged upon portfolio course completion for prior learning credit awarded.

A PLA Portfolio is detailed documentation illustrating what students have been taught and successfully mastered. The required documentation varies from course to course, but may include samples of work, an essay explaining students’ experiences and knowledge, or certificates showing successful completion of workshops or seminars.

In the portfolio class, faculty will help determine which courses are the best fit for the students’ skills and will help develop student portfolios. The completed portfolio will be reviewed by subject matter faculty to determine what credit can be awarded. Once the number of credits attempted is determined, students must pay the appropriate Prior Learning Portfolio Assessment fee.
## Appendix C: PLA Portfolio Evaluation Report Form

### PLA PORTFOLIO EVALUATION REPORT FORM

**Date**

**Name**

- Last
- First
- Middle
- Student Identification Number

**Mailing Address**

**Phone**

**City, State, Zip**

**E-mail**

**Course Name/Number (i.e. GENST 105):**

**Credits:**

**Course Title:**

1. Technique(s) used to evaluate the PLA Portfolio or Certificate/License (check all that apply)

- [ ] Interview with student
- [ ] Observation of competencies
- [ ] Skills demonstration/presentation
- [ ] Assessment of direct documentation (including certificate/license)
- [ ] Assessment of indirect documentation
- [ ] Other (describe)

2. The student meets course competencies for the following CCS course(s):

   1) _________ Y □ N □
   2) _________ Y □ N □
   3) _________ Y □ N □
   4) _________ Y □ N □
   5) _________ Y □ N □
   6) _________ Y □ N □
   7) _________ Y □ N □
   8) _________ Y □ N □
   9) _________ Y □ N □
   10) _______ Y □ N □

3. The student’s portfolio ties the student’s learning experiences, knowledge, and competencies with current theory and data relevant to the academic field(s) embodied by the course. Y □ N □

4. Overall, the learning exemplified in the portfolio or certificate/license is the equivalent of a Passing Grade “P” (2.0) or higher for the evaluated course. Y □ N □

**Comments:** (Attach comments)

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*Marketing and Public Relations*

ccs 8430 (10/13)

ccs 8428 01-14
Appendix D: Prior Learning Assessment Flowchart

For more details on the PLA process for each path refer to Appendix E – “PLA Faculty and Staff Workflow”

Student self-identifies need for Prior Learning Assessment (PLA) Credit

Prior Learning Assessment (PLA) Flowchart

If PLA is Advanced Placement (AP), College Level Examination Program (CLEP) or International Baccalaureate (IB):

- Student meets with Credentials Evaluator with Official Score Reports and fills out Application for PLA.
- Credentials Evaluator reviews/verifies scores and posts to student transcripts.

If PLA is for Challenge Exams, Industry Certifications and Licensures, Armed Forces-Military, PLA Portfolio:

- Student meets with PLA Coordinator to determine specific PLA path.

Armed Forces-Military

Scenario 1: Student does NOT have official transcripts/records. Training NOT documented in ACE or crosswalked. Use PLA Portfolio Path.

- Scenario 1: Training NOT documented in ACE or crosswalked. Use PLA Portfolio Path.
- Scenario 2: Training is documented in ACE or crosswalked.

Scenario 2: Student submits official transcripts/records. Training is documented in ACE or crosswalked.

- Scenario 2: Training is documented in ACE or crosswalked.
- Student meets with PLA Coordinator to fill out Application for PLA and submits portfolio for review.
- Faculty Evaluator completes PLA Portfolio Evaluation Report, Department signs and submits to Credentials Evaluator.

PLA Portfolio (Experiential Learning)

- Student completes GENST 105 or equivalent portfolio class.
- Student pays applicable fees at Cashier’s office (Armed Forces exempt).
- Faculty Evaluator completes report on PLA application; Department signs and submits to Credentials Evaluator.

Industry Certifications and Licensures

Scenario 1: Training NOT documented in ACE or crosswalked. Use PLA Portfolio and/or Challenge Exam.

- Scenario 1: Training NOT documented in ACE or crosswalked. Use PLA Portfolio and/or Challenge Exam.
- Scenario 2: Training is documented in ACE or crosswalked.

Scenario 2: Training is documented in ACE or crosswalked.

- Scenario 2: Training is documented in ACE or crosswalked.
- Faculty Evaluator reviews credit recommendations and identifies college courses to PLA Coordinator.
- Student meets with PLA Coordinator and fills out Application for PLA.
- Student pays applicable fees at Cashier’s office.
- Faculty Evaluator completes report on PLA application; Department signs and submits to Credentials Evaluator.

Challenge Exam

- Student meets with Faculty Evaluator and fills out Application for PLA.
- Student takes exam, Faculty Evaluator completes report on PLA application, Department signs and submits to Credentials Evaluator.
- Credentials Evaluator posts to transcripts.
- Credentials Evaluator posts to transcripts.
- Credentials Evaluator posts to transcripts.

Student completes GENST 105 or equivalent portfolio class.

- Student completes GENST 105 or equivalent portfolio class.
- Student pays applicable fees at Cashier’s office (Armed Forces exempt).
- Student meets with Faculty Evaluator to fill out Application for PLA and submits portfolio for review.
- Faculty Evaluator completes PLA Portfolio Evaluation Report, Department signs and submits to Credentials Evaluator.

Credentials Evaluator posts to transcripts.
Appendix E: PLA Faculty and Staff Workflow

GENERAL INFORMATION: pla@ccs.spokane.edu – Prior Learning Assessment (PLA) Program

Do you have questions, but not enough time to meet with a PLA Coordinator or credentials evaluator? Are you unsure who you should contact? E-mail questions to pla@ccs.spokane.edu.

The SFCC Registrar is the District point of contact and is responsible for responding to Prior Learning Assessment (PLA) email inquiries. If he/she is out of the office or on vacation, the SCC Registrar will be assigned to cover these duties. If both Registrars are unavailable, the Credentials Evaluators will act as a backup.

Wherever the student enters the PLA conversation (e-mail, phone, counseling, admissions & registration…) the information conveyed should be consistent. Refer to the following guideline to maintain this consistency.

1) First response should be timely (within two working days).
2) Ask the right questions.
   a. Which college do you attend (or plan to attend)?
   b. Are you currently enrolled in college?
   c. If not a current student, what quarter do you plan to enroll?
   d. What type of PLA are you considering?
   (See instructions for different types of PLA below to refer students appropriately.)
3) Inform student:
   a. Credit may be transcribed once the student has completed 10 quarter credits in residence at CCS.
   b. Credit is not counted toward the CCS residency requirement.
   c. Fees are nonrefundable.
   d. Payment of fees does not guarantee award of credit.
   e. Portfolio assessment requires student to pay for GENST 105 or equivalent portfolio course.
   f. Official test scores and documents are required for transcription of AP, CLEP, IB and Military schools.
   g. Challenge examinations are subject to faculty approval.
   h. Transferability of PLA credits will be subject to the policies of the receiving institution.

ADVANCED PLACEMENT (AP): Credentials Evaluator (SCC Bldg 15, SFCC Bldg 17)

Credit for minimum scores on Advanced Placement examinations given by the College Board is awarded upon receipt of official score reports. Official scores reports should be submitted to the Transcript Office. AP credit awards will not be granted if the student is currently enrolled in or has successfully completed or earned credit for the course. (Refer to catalog for course equivalencies.)

SCC: Bldg 15, Transcript Office, Credentials Evaluator, 533-8405
SFCC: Bldg 17, Transcript Office, Credentials Evaluator, 533-3164

CREDENTIALS EVALUATOR:
1) Meet with student.
2) Review official AP scores, or inform student that they must order official scores be sent to you.
3) Review AP table with student to verify credit they are requesting, and the year-quarter credit will be posted.
4) Complete the Application for PLA with student and obtain student signature. No fees are required.
5) Post AP credits to transcript as applicable.
   a. Enter Dept. Div., course Number & Sect. (A#P)
   b. Enter course title in this format: “course title AP (score)” [i.e. English Comp (AP-4)]
   c. Enter credits
   d. Enter grade as “P” (not calculated in GPA)
   e. In comment screen (SM6012) enter: “AP - Advanced Placement”
6) Scan PLA application and official score report to student’s permanent record.

ARMED FORCES-MILITARY EDUCATION AND EXPERIENCE: PLA Coordinator (SCC, SFCC)

The Armed Forces of the United States provide military personnel with a great variety of educational opportunities through formal service school training programs and off-duty educational activities. Credit may be granted for satisfactory completion of:

- Military service including basic training.
- Military service schools in the amount recommended by the American Council of Education (ACE) in the publication, “Guide to the Evaluation of Educational Experiences in the Armed Forces.”
- United States Armed Forces Institute correspondence courses.
- DANTES Subject Standardized Tests (DSSTs) using the minimum score and credit amount based on ACE credit recommendations.
- Portfolio Assessment
  SCC: PLA Coordinator 533-8317
  SFCC: PLA Coordinator 533-3608
SCENARIO 1 – PORTFOLIO ASSESSMENT (NOT documented in ACE or crosswalked).

PLA COORDINATOR:
1) Meet with student.
2) Student doesn’t have official transcripts/records to support request.
3) Determine if portfolio assessment is a viable option.
   (Military experiences that cannot be equated to the current college catalog but evaluated as college credit shall be
   recorded as military credit without grade points awarded and counted towards degree and certificate programs as
   restricted elective credit.)
4) As with other students, the military student must enroll and complete GENST 105 or equivalent portfolio class.
   (Student must pay tuition and fees for portfolio class, however, no fees will be assessed for the evaluation and
   processing of resulting credits – military only.)
5) Refer student to appropriate department for portfolio assessment.

FACULTY EVALUATOR:
1) Review the student portfolio with appropriate faculty member(s) to determine credit award.
2) Complete the Application for PLA with student and obtain student signature.
3) No fees are assessed for the evaluation of educational experiences in the Armed Services.
4) Give student a copy of the completed application form.
5) Department will submit original signed application to the credentials evaluator.

CREDENTIALS EVALUATOR:
1) Post military credits to transcript as indicated on PLA application.
   a. Enter Dept Div, course Number & Sect. (PLC)
   b. Enter course title in this format: “course title #” [i.e. Physical Educ #]
   c. Enter credits
   d. Enter grade as “P” (not calculated in GPA)
   e. In comment screen (SM6012) enter: “# - Military Credit”
2) Scan PLA application and official records supporting award of military credit to student’s permanent record.

SCENARIO 2 – STUDENT SUBMITS OFFICIAL RECORDS SUPPORTING REQUEST FOR CREDIT (Documented in ACE or crosswalked)

PLA COORDINATOR:
1) Meet with student.
2) Review official records, or inform student that they must order official records be sent to you.
   a. The student will verify his or her educational experiences by providing the college the following official
      records: AARTS Transcript (Army), CCAF Transcript (Air Force) or SMART Transcript (Sailor-Marine) that
      provide full and correct title of courses completed and course numbers.
   b. Evaluation will be based on: The appropriate edition of A Guide to the Evaluation of Educational
      Experiences in the Armed Services (ACE Guide), published by the American Council on Education, and/or
      the Community College of the Air Force (CCAF) transcript and catalog, and/or Army/ACE Registry
      Transcript System (AARTS), and/or Sailor-Marine American Council On Education Registry Transcript
      (SMART).
   c. Works with faculty to identify appropriate CCS course based on ACE credit recommendations.
3) Determine the year-quarter in which credit will be posted.
4) Complete the Application for PLA with student and obtain student signature. No fees are required.
5) Give student a copy of the completed application form.
6) PLA Coordinator will submit original signed application to the credentials evaluator.

CREDENTIALS EVALUATOR:
3) Post military credits to transcript as indicated on PLA application.
   a. Enter Dept Div, course Number & Sect. (PLC)
   b. Enter course title in this format: “course title #” [i.e. Physical Educ #]
   c. Enter credits
   d. Enter grade as “P” (not calculated in GPA)
   e. In comment screen (SM6012) enter: “# - Military Credit”
4) Scan PLA application and official records supporting award of military credit to student’s permanent record.
CHALLENGE EXAMINATIONS: PLA Coordinator (SCC, SFCC)
Students who wish to apply for a course challenge must be interviewed and approved through the instructional department. A course may not be challenged if the student is currently enrolled in, has previously earned credit in, or has previously audited the CCS course. Not all courses are available for challenge.

SCC: PLA Coordinator TBD
SFCC: PLA Coordinator TBD

PLA COORDINATOR:
1) Meet with student.
2) Determine which course student wants to challenge.
3) Check student’s transcript and current enrollment for eligibility.
4) Contact department to determine if course is challengeable and to get a faculty evaluator referral.

FACULTY EVALUATOR:
1) Discuss justification for challenge – this could include a review of course syllabus.
2) Determine appropriate course for challenge.
3) Complete the Application for PLA with student and obtain student signature.
   a. Completes “Report of Prior Learning Credit Award” on the PLA application by entering course number, course title, and credits attempted (do not sign until you enter the grade).
   b. Complete “Fees Due” on the PLA application by checking the box by challenge examination and entering credits attempted, and amount due, and add in application fee for total due.
   c. Set date and time for challenge exam.

STUDENT:
1) Take PLA application to the cashier and pays the appropriate fees. (PLA application fee and processing fees for credits attempted must be paid prior to taking the challenge exam. Payment of fees is nonrefundable and does not guarantee award of credit.)
2) Take PLA application with payment receipt to faculty evaluator at the challenge exam appointment.

FACULTY EVALUATOR:
1) Administer challenge exam.
2) Completes “Report of Prior Learning Credit Award” on the PLA application by entering course number, course title, credits, and grade. Sign and date PLA application.
3) Give student a copy of completed PLA application.
4) Faculty delivers original PLA application to department for signature and date.

DEPARTMENT:
1) Sign and date the PLA application.
2) Department submits original signed PLA application to the credentials evaluator.

CREDENTIALS EVALUATOR:
1) Post challenge exam credits to transcript as indicated on PLA application.
   a. Enter Dept Div, course Number & Sect. (PLC)
   b. Enter course title in this format: “course title #” [i.e. English Comp I #]
   c. Enter credits
   d. Enter decimal grade (calculated in GPA)
   e. In comment screen (SM6012) enter: “# - Credit by Exam”
2) Scan PLA application and official records supporting award of credit by challenge examination to student’s permanent record.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP): Credentials Evaluator (SCC, SFCC)
Community Colleges of Spokane will award credit for CLEP examinations as crosswalked in the CCS catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department. (Refer to catalog for course equivalencies.)

SCC: Bldg 15, Transcript Office, Credentials Evaluator, 533-8405
SFCC: Bldg 17, Transcript Office, Credentials Evaluator, 533-3164

CREDENTIALS EVALUATOR:
1) Meet with student.
2) Review official CLEP scores, or inform student that they must order official scores be sent to you.
3) Review CLEP table with student to verify credit they are requesting, and the year-quarter credit will be posted.
4) Complete the Application for PLA with student and obtain student signature. No fees are required.
5) Post CLEP credits to transcript as applicable.
   a. Enter Dept Div, course Number & Sect. (PLC)
   b. Enter course title in this format: “course title (CLEP-score)” [i.e. English Comp I (CLEP-55)]
   c. Enter credits
   d. Enter grade as “P” (not calculated in GPA)
   e. In comment screen (SM6012) enter: “CLEP – College Level Examination Program”
6) Scan PLA application and official score report to student’s permanent record.
INDUSTRY CERTIFICATIONS, LICENSURES: PLA Coordinator (SCC, SFCC)

Individuals who have completed training through non-degree awarding agencies or institutions may apply for evaluation of credit. Examples include recognized nursing and fire service training, law enforcement/corrections, or fire science academies and other certifications or licenses. Official documentation of training or licensure is required. All certifications or licenses must be current and valid, and training must be documented with ACE National Guide to College Credit for Workforce Training or crosswalked. If training is not documented with ACE or crosswalked, students should apply for credit using the PLA Portfolio and/or Challenge Examination methods.

SCC: PLA Coordinator TBD
SFCC: PLA Coordinator TBD

SCENARIO 1 – TRAINING NOT DOCUMENTED IN ACE OR CROSSWALKED

PLA COORDINATOR:
1) Meet with student.
2) The student will verify their educational experiences by providing the college with official documentation of certifications, licensures, or transcripts (articulation agreements).
3) If training is not documented with ACE, students should apply for credit using the PLA Portfolio and/or Challenge Examination methods (follow the directions for PLA Portfolio and/or Challenge Examinations in this appendix).

SCENARIO 2 – TRAINING IS DOCUMENTED IN ACE OR CROSSWALKED

1) Meet with student.
2) The student will verify their educational experiences by providing the college with official documentation of certifications, licensures, or transcripts (articulation agreements).
3) E-mail ACE credit recommendation information to the appropriate department and/or faculty for review.

FACULTY EVALUATOR:
1) Review ACE credit recommendation and identify CCS college course(s) for transcription.
2) E-mail PLA Coordinator with CCS college course and credits approved OR recommendation for challenge or portfolio assessment.

PLA COORDINATOR:
1) Complete the “Fees Due” section of the Application for PLA with student and obtain student signature.
   a. Attach official documentation of training and faculty e-mail to application.
   b. Maintain record of faculty recommended course equivalency for future reference. E-mail faculty recommendation to the Office of the Provost for inclusion in a spreadsheet to be used district-wide.

OFFICE OF THE PROVOST:
- Maintain master spreadsheet and files for department approved course equivalencies and documentation.
- If credit recommendation is a shared course, district will work with both campuses to verify agreement of credit award before adding to spreadsheet.
- Send updates to PLA Coordinators and credentials evaluators as courses are added.

STUDENT:
1) Take PLA application to the cashier and pays the appropriate fees. *(PLA application fee and processing fees for credits attempted must be paid prior to taking the challenge exam. Payment of fees is nonrefundable and does not guarantee award of credit.)*
2) Take PLA application with payment receipt and attachments to department faculty for review and signature.

FACULTY EVALUATOR:
1) Complete “Report of Prior Learning Credit Award” on the PLA application by entering course number, course title, credits, and enter a “P” (pass) grade. Sign and date PLA application.
2) Give student a copy of completed PLA application.
3) Faculty delivers original completed PLA application to department for signature and date.

DEPARTMENT:
1) Sign and date the PLA application.
2) Submit original signed PLA application and attachments to the credentials evaluator.

CREDENTIALS EVALUATOR:
1) Post approved credits to transcript as indicated on PLA application.
   a. Enter Dept Div, course Number & Sect. (PLC)
   b. Enter course title in this format: “course title (ICL)” [i.e. Intro to Welding (ICL)]
   c. Enter credits
   d. Enter grade as “P” (not calculated in GPA)
   e. In comment screen (SM6012) enter: “ICL – Industry Certification/Licensure”
2) Scan PLA application and official records supporting award of credit to student’s permanent record.
INTERNATIONAL BACCALAUREATE (IB): Credentials Evaluator (SCC, SFCC)
Community Colleges of Spokane will award credit for Higher Level International Baccalaureate exam results as crosswalked in the CCS catalog. When no specific course number is listed, the most appropriate course equivalent is determined case by case by the appropriate department faculty. (Refer to catalog for course equivalencies.)

SCC: Bldg 15, Transcript Office, Credentials Evaluator, 533-8405
SFCC: Bldg 17, Transcript Office, Credentials Evaluator, 533-3164

CREDENTIALS EVALUATOR:
1) Meet with student.
2) Review official IB scores, or inform student that they must order official scores be sent to you.
3) Review IB table with student to verify credit they are requesting, and the year-quarter credit will be posted.
   a. If no specific course number is listed, contact department for faculty recommendation.
4) Complete the Application for PLA with student and obtain student signature. No fees are required.
5) Post IB credits to transcript as applicable.
   a. Enter Dept Div, course Number & Sect. (#B)
   b. Enter course title in this format: “course title (IB-score)” [i.e. English Comp I (IB-5)]
   c. Enter credits
   d. Enter grade as “P” (not calculated in GPA)
   e. In comment screen (SM6012) enter: “IB - International Baccalaureate”
6) Scan PLA application and official score report to student’s permanent record.

PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO: PLA Coordinator (SCC, SFCC)
Students who wish to pursue credit by PLA Portfolio must enroll in and successfully complete a portfolio class (GENST 105 or equivalent). Students should have justification for their requests, such as a high school or college transcripts or detailed resumes and other pertinent documentation, prior to enrolling in the course. Normal credit charges apply for the portfolio course and a prior learning portfolio assessment fee will be charged upon portfolio course completion for prior learning credit awarded.

A PLA Portfolio is detailed documentation illustrating what students have been taught and successfully mastered. The required documentation varies from course to course, but may include samples of work, an essay explaining student's experiences and knowledge, or certificates showing successful completion of workshops or seminars.

In the portfolio class, faculty will help determine which courses are the best fit for the student’s skills and will help develop student portfolios. The completed portfolio will be reviewed by subject matter faculty to determine what credit can be awarded. Once the number of credits attempted is determined, students must pay the appropriate Prior Learning Portfolio Assessment fee.

SCC: PLA Coordinator TBD
SFCC: PLA Coordinator TBD

PLA COORDINATOR:
1) Meet with student.
2) Determine if portfolio assessment is a viable option.
   a. Does student have experiential learning, work history, industry certificates/licensures, etc. that can be documented
3) Assist student in registering for GENST 105 or equivalent with appropriate faculty.

STUDENT:
1) Student must successfully complete portfolio class GENST 105 or equivalent.
   a. Demonstrate college level learning.
   b. Address the student learning outcomes for the college course(s).
   c. Reflect the student's own experience and knowledge and translate the experience and knowledge to other contexts.
   d. Provide evidence to support learning and competencies (work history, special training, etc.).
   e. Provide evidence of industry certificates or licensures (no ACE credit recommendation available).
   f. Include materials that are well-organized, coherent and relevant to the course student learning outcomes.

PLA COORDINATOR:
1) Meet with student and verify successful completion of GENST 105 or equivalent portfolio class.
2) Review faculty credit recommendations from portfolio class.
3) Complete the Application for PLA with student, review fees due and obtain student signature.
4) Refer student to appropriate Faculty Evaluator for PLA portfolio assessment.

STUDENT:
1) Take PLA application to the cashier and pay the appropriate fees. (PLA application fee and processing fees for credits attempted must be paid prior to the portfolio assessment. Payment of fees is nonrefundable and does not guarantee award of credit.)
2) Student schedules appointment for PLA assessment with Faculty Evaluator.
3) Student takes PLA application with payment receipt and portfolio to assessment meeting with Faculty Evaluator.
DEPARTMENT AND FACULTY EVALUATOR:

1) Schedule student requested PLA Portfolio assessment with the appropriate Faculty Evaluator(s).
   a. While the portfolio provides written evidence documenting the student’s background, knowledge and skills, there are additional types of assessment that may be used in combination with the portfolio.
      i. Oral interview
      ii. Observation of competencies – the student demonstrates a competency directly, as in welding.
      iii. Skills demonstration/presentation – the student demonstrates prior learning through a presentation or product.
      iv. Assessment of direct documentation – evaluator will verify and review certificates, licenses, newspaper articles, artwork, etc.
      v. Assessment of indirect documentation – evaluator will verify and review employer or reference letters, and other third party validations of the student's learning.

2) Complete the PLA Portfolio Evaluation Report documenting assessment methods and comments relating to student portfolio. Complete “Report of Prior Learning Credit Award” on the PLA application by entering course number, course title, credits, and enter a “P” (pass) for grade. Faculty and department sign and date PLA application.

3) Department submits original signed application, payment receipt and PLA Portfolio Evaluation Report to the credentials evaluator.

CREDENTIALS EVALUATOR:

1) Post PLA Portfolio credit award to transcript as indicated on PLA application.
   a. Enter Dept Div, course Number & Sect. (PLE)
   b. Enter course title in this format: “course title (PLA)” [i.e. Intro to Management (PLA)]
   c. Enter credits
   d. Enter grade as “P” (not calculated in GPA)
   e. In comment screen (SM6012) enter: “PLA – Prior Learning Assessment/Portfolio”

Scan PLA application and official records supporting award of credit to student’s permanent record.
PLA INFORMATION RELEASE FORM

Date ____________________________

Name ____________________________

Last   First   Middle   Student Identification Number

Mailing Address ____________________________ Phone ____________________________

City, State, Zip ____________________________ E-mail ____________________________

I DO NOT authorize the release of my Prior Learning Assessment (PLA) portfolio information for instructional purposes.

__________________________________________
Student Signature

__________________________________________
Date

I authorize the release of my Prior Learning Assessment (PLA) portfolio for instructional purposes (identifying information will be removed and destroyed).

This release is valid until revoked at my request.

__________________________________________
Student Signature

__________________________________________
Date

I hereby revoke the above information.

__________________________________________
Student Signature

__________________________________________
Date