

## Prior Learning Assessment Policy

### I. Policy Section

7.0 Instruction

### II. Policy Subsection

7.15 Prior Learning Assessment

### III. Policy Statement

Prior Learning Assessment is an alternative approach for analyzing prior learning in a non-academic setting and to grant credit for that learning in a non-academic setting.

### IV. Reason for the Policy

- a. Increase access to college programs and decrease graduation time
- b. Eliminate unnecessary repeated learning
- c. Recognize respect for skills and knowledge acquired outside traditional classroom settings
- d. Award academic credit for college level learning which leads to degrees
- e. Comply with Higher Learning Commission Criteria: Academic Programs-Quality, Resources and Support (3-1.g)

### V. Entities Affected by this Policy

Students  
Faculty  
Counseling  
Student records / Office of the Registrar  
Cashier's Office

### VI. Who Should Read this Policy

All staff

### VII. Related Documents

Prior Learning Assessment: Faculty Guide  
Prior Learning Assessment: Student Guide  
Prior Learning Assessment FAQ Sheet  
<http://cms.grcc.edu/pla>  
GRCC Catalog  
Faculty Contract

### VIII. Contacts

Policy Owner: PLA Coordinator  
Student records / Office of the Registrar

### IX. Definitions

PLA is a process of defining, documenting, measuring, evaluating, and granting credit for learning acquired through various experiences. (Council for Adult and Experiential Learning, 2000)

X. Procedures

a. Student information:

1. Students identify class for which they are requesting PLA credit
2. Students review online student guide to PLA which includes portfolio requirements and suggestions
3. Students pay for PLA credit and submit portfolio review
4. Students may earn up to 45 PLA credits
5. Students may appeal the evaluation
6. Students are responsible for determining whether their PLA credits will transfer to other institutions

b. Evaluator process:

1. Evaluator selected based on knowledge and qualifications of a subject
2. If a full time evaluator is not available, adjunct faculty with appropriate knowledge and qualifications will be assigned
3. Evaluator will submit a written evaluation to student following evaluation of portfolio
4. Coordinator will submit completed grade to Registrar's Office

XI. Forms

Student request form  
Evaluation form  
Student notification form  
Payment form  
Information release form

XII. Effective Date

Fall 2012

XIII. Policy History

AGC Approved March 2012

XIV. Next Review/Revision Date

Initiation of review process—Fall 2015

Completion of review/revision—Fall 2016