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