

POLK STATE COLLEGE
Prior Learning Assessment (PLA)

Student Process Steps/Checklist 2015-2016

Student candidates for Prior Learning Assessment will follow these steps toward possible approval of their portfolio for course credit. Use the boxes to check off completion of each section.

1. STUDENT REVIEWS PROCESS INFORMATION AND CONDUCTS SELF-REVIEW to determine if he/she is a candidate for PLA:

- www.polk.edu/pla -- all forms and PLA requirements are located on the PLA site
- Student reviews *PLA Information and Orientation* presentation to complete self-review
- Student follows process steps under #2 and #3 prior to portfolio development
- Student understands the process and determines eligibility**

2. STUDENT VERIFIES THAT HE/SHE MEETS QUALIFICATIONS

- Degree-seeking student at Polk State
- Completion of ENC 1101
- At least 3 years of experience in the area for which PLA credit is sought
- Student meets the qualifications**

3. STUDENT REQUESTS APPROVAL TO PURSUE THE PLA

Student will prepare and submit the Request Packet to PLA Coordinator

- Request Packet: submit the "PLA Request to Pursue" form, abstract, course syllabus, course BCI, resume, and unofficial transcripts via email.
- PLA Coordinator verifies the request is complete, appropriate, and accurate.
 - Request is APPROVED by PLA Coordinator to continue PLA process →→ request will be submitted to a program director or district dean for their assessment/approval.
 - Request is DENIED by PLA Coordinator due to not meeting basic criteria →→ Student takes regular course; status will be submitted to the program director or district dean for their feedback.

Note: If the request is incomplete, the student will have the opportunity to correct the request and resubmit it. If the request does not meet basic requirements, the student may ask to speak with a program director to determine if there is any recourse other than to take the regular course.

- Submitted Request packet to PLA Coordinator**
- PLA Coordinator submits student's PLA Request Packet to the appropriate program director or district dean for review and approval.
 - Request is APPROVED for PLA →→ Student takes PLA course to compile portfolio
 - Request is DENIED for PLA →→ Student takes regular course
- Program director or district dean reviewed and approved – continue to PLA Course**

4. COMPLETE THE REQUIRED PLA PORTFOLIO DEVELOPMENT COURSE

- SLS 2371 is a 1 credit course required for the first portfolio and will guide the student through development and formatting of the portfolio – contact PLA Coordinator for information.
- PLA Course Completed – Portfolio completed in process**

5. PAY PLA FEE – SUBMIT RECEIPT WITH PORTFOLIO

- Use the *PLA Credit/Fee form* and go to the Cashier's Office to pay for the Portfolio Review (\$50/credit hour); you must provide your receipt with your portfolio when you submit it for review.
- PLA Fee paid – receipt obtained**

6. STUDENT SUBMITS COMPLETED PORTFOLIO TO PROGRAM DIRECTOR/DISTRICT DEAN

- Student's portfolio is APPROVED →→ PLA credit applied to transcript
 - Student's portfolio is DENIED →→ Student has an opportunity to correct any minor problems and resubmit once if reviewer indicates it as an option; otherwise, student must take the regular course.
- PLA process successfully completed – please use this checklist if pursuing additional portfolios but note that the PLA course is optional.**

For questions or more information contact: Matina Wagner at mwagner@polk.edu or 863-298-6897.