PRIOR LEARNING ASSESSMENT BY PORTFOLIO STUDENT CONTRACT

Credit through PLA by Portfolio (PLA-P) is awarded based on the evaluation and approval of a comprehensive collection of evidence that documents knowledge and skills acquired outside of the academic classroom that align with learning objectives of specific and approved college courses offered at USA.

I hereby request academic credit for knowledge gained through experiential learning outside the university academic classroom, and give permission for review of my academic record and PLA-P Portfolio by the PLA Coordinator and the appropriate university department.

I can attest that all information provided is an accurate and true representation of my learning experiences and all supporting documentation is authentic.

(Please initial each page and sign and date the last page.)

Application of PLA-P Credit

I _____ ***understand that:***
Print Name

- Approval of credit is not guaranteed.
- Credit through PLA-P is not available for general education courses or courses required for certification or licensure.
- Students may earn up to a total of thirty (30) undergraduate hours of alternative credit including:
    - College Level Examination Program (CLEP)
    - Challenge Exams
    - ROTC/Military credits
    - Advanced Placement (AP)
    - International Baccalaureate (IB)
    - Prior Learning by Portfolio (PLA-P)

  PLA-P may constitute any number of those hours.
- Each USA department determines whether they accept PLA-P credit, how many hours are allowed and for which courses. Not all university departments accept PLA-P credit.
- PLA-P credit *does not* count toward GPA hours. It will not be calculated into GPA hours for University honors.
- PLA-P credit *does not* count toward residency requirements.
- PLA-P credit *may not be* recognized by new majors, transfer to other institutions or meet graduate program admission requirements.

Student Initials _____

EVALUATION PROCESS

I _____ understand that:

- Approval of credit is not guaranteed.
- Credit is awarded for the *documented learning* that occurred through experiences outside the academic classroom, not the learning experiences themselves.
- The portfolio must be completed by the end of the *tenth week* within the semester in which it is reviewed. Incompletes will be considered on a case by case basis, as with traditional courses.
- Progress in the USA Online portfolio development site is monitored by the PLA-P Coordinator. Support is provided as needed.
- Upon completion, the portfolio will be reviewed by the PLA-P Coordinator. If the coordinator determines it is ready for evaluation it will be sent to the appropriate department chair or designated faculty evaluator, who will be the qualified instructor of record.
- Credit will be awarded based on the faculty reviewer's determination that the portfolio provides sufficient evidence that the knowledge and skills a student has acquired outside the classroom are equivalent to the stated learning objectives of the course.
- The faculty reviewer or department chair can request further information or ask to meet with the student. The student may not initiate any contact with the faculty evaluator unless requested to do so.
- The faculty reviewer will make a recommendation to the department chair whether academic course credit can be awarded. The department chair makes a final determination on whether credit will be awarded.
- The evaluation is completed with a grade of Satisfactory (S) or Unsatisfactory (U, no credit). Unsatisfactory grades are not included in the student record and do not affect GPA.
- The department chair will submit the evaluation rubric to the PLA-P Coordinator and the student will be notified of the decision.
- If credit is approved the student is responsible for paying at the rate of $100 per credit hour for the credit to be awarded.
- If the credit requested on the initial application is not awarded, the student can submit a letter of appeal to the director of Adult Learner Services, along with any supporting information or documentation. This is then returned to the department for a second evaluation. The decision from the second evaluation is final.

Student Initials _____

Associated Fees

I _____ understand that:

- A fee of $100 is due upon submission of the application. This fee is not refundable.
- Fees for credit hours awarded are at a rate of $100 per credit hour. Therefore, credit for a three-hour course will have a total charge of $300.

Student Initials _____

Student's Signature _____ Date _____

PLA Coordinator's Signature _____ Date _____