

How Prepared Is Your Institution To Support Transfer Student Success Using PLA?¹

The following inventory is designed to help institutions audit their PLA practices and stimulate dialogue about improving access, momentum, and degree completion through PLA.

Prior Learning Assessment Services for Students	<ul style="list-style-type: none"><input type="checkbox"/> Oversight and location for PLA is established.<input type="checkbox"/> Brochures, online information, etc., are available and easily accessible to students seeking PLA options, and staff who are in direct contact with students who PLA may benefit.<input type="checkbox"/> PLA application materials are shared with students during the matriculation process.<input type="checkbox"/> Equivalencies established through PLA methods are available online and are regularly maintained and updated.<input type="checkbox"/> Advising personnel and/or faculty inform students about PLA opportunities during first-year orientation and other workshops and meetings for incoming students.<input type="checkbox"/> Portfolio-building course is offered for credit<input type="checkbox"/> Workshops are scheduled at various times to inform students about PLA possibilities.<input type="checkbox"/> Prospective students are invited to campus to meet with faculty/staff and learn about PLA options.<input type="checkbox"/> Fee structure is reviewed and revised as needed to include different types of PLA. Fees charged for assessment are based on the services performed in the process rather than the credit awarded.<input type="checkbox"/> There is a system for accepting and transcribing PLA quickly and in a timely manner. <p>INVENTORY CONTINUED ON OTHER SIDE</p>
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¹ Created by the Maricopa Community Colleges (Rose Rojas and Kathy Silberman)

<p>Institutional PLA Policies, Practices, and Assessment Standards</p> <p>(Adapted from CAEL's Key Assessment Standards)</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Formal PLA policies are listed in the official catalog and publicized to students. <input type="checkbox"/> Evaluation processes, systems and/or pathways are in place to ensure that learning is of high quality, aligned to transparent, accessible learning outcomes, and that the credit has the potential to be applied toward a degree or certificate (not just toward elective credits). <input type="checkbox"/> Clear policies and related guidelines for assessing transfer credit and PLA evaluation requests are developed by faculty and shared with staff. <input type="checkbox"/> PLA training workshops and professional development opportunities are regularly provided to personnel who assist students with PLA requests. <input type="checkbox"/> Baseline data is collected on PLA and its outcomes for students, and shared with key stakeholders. <input type="checkbox"/> PLA decisions are documented on students' transcripts. <input type="checkbox"/> Credit or competencies are awarded only for evidence of learning, not for experience or time spent. <input type="checkbox"/> Assessment is based on criteria for outcomes that are clearly articulated and shared among constituencies. <input type="checkbox"/> The determination of credit awards and competence levels are made by appropriate subject matter and credentialing experts, and any denial of credit has a clear and valid explanation. <input type="checkbox"/> Institutions proactively provide guidance and support for learners' full engagement in the assessment process. <input type="checkbox"/> Assessment policies and procedures are the result of inclusive deliberation and are shared with all constituencies. <input type="checkbox"/> Assessment programs are regularly monitored, evaluated and revised to respond to institutional and learner needs. <input type="checkbox"/> PLA methods are used to onboard students to transfer and guided pathways.
<p>Inter-Institutional and Industry Partnerships and Collaboration</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ongoing collaboration occurs among statewide transfer partners to work toward alignment and transferability of PLA decisions. <input type="checkbox"/> Institutional policies related to PLA at two- and four-year colleges in the state are jointly monitored. <input type="checkbox"/> Exam score credit equivalencies (for College Level Examination Program, Advanced Placement, and similar exams) are annually reviewed to support alignment of credit awarded. <input type="checkbox"/> Industry training and/or certification programs are considered for PLA along with opportunities to onboard employees as students pursuing further education. <input type="checkbox"/> PLA is included in discussions regarding partnerships between institutions and industry, and explored as a strategy to recruit students and/or increase momentum toward degree completion.

Overall Institutional Rating:_____