POLICY TITLE
Prior Learning Portfolio Assessment Process

POLICY NUMBER
1.10

PRIMARY RESPONSIBILITY
Academic Affairs

CREATION / REVISION / EFFECTIVE DATES
Created August 2001/Revised June 2007; June 2012/Effective Fall 2012; revised October 2017/effective immediately

PURPOSE
Students seeking to demonstrate prior learning through portfolio are expected to use the Learning Counts program administered by CAEL. In exceptional cases and only with the approval of the Vice Chancellors for Academic Affairs, a student may independently develop a portfolio to be assessed by Ivy Tech faculty. This policy defines consistent, statewide processes for the valid and reliable internal assessment of experiential and extra-collegiate learning demonstrated through a portfolio.

ORGANIZATIONAL SCOPE OR AUDIENCE
Degree-seeking students enrolled in an Ivy Tech program

DEFINITIONS
PLA Coordinator: Each campus has identified a PLA Coordinator to assist students interested in seeking a credit award for prior learning by facilitating the College’s prior learning assessment process.

PLA Evaluator: Program chairs or their designees will serve in the role of PLA Evaluators to guide students seeking a credit award in their program. The PLA Evaluator evaluates the evidence of student learning, matching it to courses in his/her program.

POLICY
Ivy Tech Community College acknowledges the prior learning experiences of both current and prospective students by awarding credit for appropriate prior learning. The College will honor the credit recommendations resulting from the Learning Counts program administered by CAEL. In exceptional circumstances, a Vice Chancellor for Academic Affairs may approve an internal portfolio evaluation process, adhering to the procedures that follow.

Forms developed for the portfolio assessment process will be used to identify prior learning experiences as documented through a portfolio process (Course Evaluation Form and Course Evaluation Summary through Portfolio).
PROCEDURE
The student must meet PLA eligibility criteria as defined in Advanced Standing policy. Students seeking prior learning assessment engage in the following steps (See Appendix A)

- Each student must meet with the PLA Coordinator to initiate the PLA credit evaluation process.
- Based on a self-evaluation, the student will identify the course(s) for which he/she wishes to make application for PLA credit.
- The student will then evaluate his/her personal experiential and extra-collegiate learning activities and reconcile these experiences with the statewide competency objectives specified for each individual course, as provided by the PLA Coordinator.
- The student will meet with the PLA Evaluator and complete the PLA course evaluation form for each course for which he or she is seeking credit. The purpose of this process is for the Evaluator and the student to agree upon the evaluation instrument(s) that will be used to assess the student’s learning for the awarding of Ivy Tech Community College credit.
- The student will pay a $50 non-refundable fee to the bursar’s office for each course evaluation. The course evaluation form will be signed at the bursar’s office when the student has made payment. Financial aid does not cover PLA credit.
- Finally, the student will complete the documentation activities as agreed upon in the PLA Evaluation form and submit the completed documentation to the PLA Evaluator for official review.

Role of the PLA Coordinator:
- The PLA Coordinator will meet with students interested in receiving PLA credit and initiate the PLA credit evaluation process.
- The Coordinator and the student will discuss the student’s experience and its possible relationship to the student’s proposed area of study, the costs of PLA credit evaluation, the process the student will be required to follow, and transferability of Ivy Tech Community College PLA credit to other colleges and universities.
- The Coordinator will provide the student with a packet of information containing the student’s chosen field of study Program Checklist listing all courses required for the degree, the name of the PLA Evaluator for the selected program, the course objectives for each required course, and possible evaluation methods to be used for documentation of the student’s experience(s).
- The Coordinator will follow up on in-process evaluations and verify completed evaluations meet college policy. Next the Coordinator will complete the PLA forms for Certification Crosswalk, Portfolio or both.
- The PLA Summary of Credit form(s) and PLA Course Evaluation form(s), completed by the PLA Evaluator, will be forwarded to the Registrar for recording.
- The Coordinator will also be responsible for coordinating the training of regional Program Chairs and their designees in evaluating PLA.
Student appeals regarding the PLA process will follow the College policy for grade appeals.

Role of the PLA Evaluator:
- This meeting takes place after the student has met with the PLA Coordinator and the student has completed his/her self-evaluation. The Evaluator and the student will agree on the best evaluation instrument(s) for use in documenting the student’s experience(s) for each desired course. The PLA Evaluation form will be completed for each course for which the student is seeking PLA credit.
- After the student completes the required documentation associated with the evaluation instruments, the student will give his or her completed portfolio to the assigned PLA Evaluator.
- The PLA Evaluator will verify the student has paid the related non-refundable fees before the evaluation process begins. Payment is made at the bursar’s office and the course evaluation form(s) is signed to indicate that payment has been made.
- The PLA Evaluator will then evaluate the evidence(s) of learning relating to course(s) in the student’s chosen field of study. The evaluation will be based on the statewide course objectives set for the course and evaluated through a combination of allowable competency verification instruments. The evaluation of a request for PLA credit should be completed by 30 working days before the end of the semester in which it is submitted for consideration unless there are extenuating circumstances. It is to the student’s advantage to submit the prior learning documentation as early in the semester as possible.
- The student must satisfactorily demonstrate competency at a level comparable to that expected of students in the course.
- The Evaluator then completes the PLA Course Evaluation form for each course being recommended for credit and forwards it to the PLA Coordinator who compiles all credit recommendations on either a summary of credit (portfolio) or summary of credit (crosswalk) form.

Role of the Registrar: The registrar will comply with AACRO policies for assessment of prior learning.
- At the completion of the PLA evaluation process, the Registrar will receive the PLA Summary Credit form(s) and the PLA Evaluation form(s) from the PLA Coordinator.
- The college credit awarded will be entered into Banner at that time with a status of “V.”
- Credit earned through the PLA process will be tracked through the use of section numbers.
- The portfolio will be returned to the student. The other PLA forms will be kept in the student’s permanent folder.

Required Documentation: At the end of the evaluation process the following documents will be completed.
● PLA Course Evaluation form signed by the PLA Evaluator (example attached) for each course evaluated.
● PLA Summary form(s) signed by the PLA Coordinator (examples attached) summarizing PLA credit(s) awarded to the student, either through portfolio evaluation or through the certification crosswalk.

REFERENCES
ASOM 1.7 - Credit for Prior Learning https://www.ivytech.edu/files/credit-for-prior-learning.pdf
PLA Course Evaluation Form
PLA Course Evaluation Form (example)
PLA Course Evaluation Summary through Portfolio
PLA Course Evaluation Summary Crosswalk
Student Procedures for Assessment of Prior Learning - Appendix A (attached)

RESOURCE PERSON
Vice Chancellor for Academic Affairs
Student must be admitted as a degree- or certificate-seeking student at Ivy Tech.

Student meets with local PLA Coordinator to initiate the PLA credit evaluation process.

Student identifies courses for which he/she wishes to make application for PLA credit. PLA coordinator provides student with a list of objectives for the course(s) identified.

Student evaluates his/her personal experiential and extra-collegiate learning activities and matches them with course objectives.

Student meets with PLA Evaluator and completes PLA evaluation form for each course for which he/she is seeking credit. Student and evaluator agree on instruments to be used to assess student’s learning.

Student pays a $50/course fee to Bursar’s Office for each course evaluation form. Bursar signs form to confirm payment.

Student completes assessment activities agreed upon and submits completed documentation to the PLA Evaluator for official review.

PLA Evaluator reviews the student’s materials by 30 working days before the end of the semester. When completed, the evaluation form(s) is/are forwarded to the PLA Coordinator.

The PLA Coordinator compiles the evaluation forms on the summary of credit form(s), signs the form(s) and forwards to the Registrar.

The Registrar enters college credits awarded into SIS with a status of “V.”

The portfolio will be returned to the student. Other PLA forms will be kept in the student’s permanent folder.