**Prior Learning Assessment (PLA)**

Prior Learning Assessment allows students to earn credit toward degree completion by demonstrating relevant college-level knowledge gained through prior work and life experiences. Keystone College offers PLA 101: Prior Learning Assessment Workshop, an online modular workshop that guides students step-by-step as they create an ePortfolio of artifacts that demonstrate what they have learned, and how it aligns with college coursework and learning outcomes. Students work with a PLA Facilitator and the Registrar’s office to identify appropriate courses and register for the workshop. Note: The student must be in a degree-seeking program at Keystone College to take this workshop.

**The Prior Learning Assessment (PLA) Process Overview**:

1. Students interested in exploring PLA credit opportunities should contact Devi Bhaduri, Keystone College’s PLA Facilitator, at [PLA@keystone.edu](mailto:PLA@keystone.edu) to discuss their prior experiences, course(s) for which they may have mastered learning, and how to demonstrate competency in the subject area. Upon conclusion of this discussion, the PLA Facilitator will contact the Registrar to request course syllabi as needed.
2. The Registrar identifies the Faculty SME responsible for the course requested and obtains the course syllabus. The student meets with the PLA Facilitator to review requirements of the PLA credit desired and determine what assessment materials (artifacts) will be necessary to complete the competency alignment.
3. Students who decide to apply for credit through the PLA process complete and submit the **Intent to Pursue Prior Learning Assessment form** to the Registrar at [registrar@keystone.edu](mailto:registrar@keystone.edu) before the end of the add/drop period of the KCVC semester. Once received, the student will be registered for the PLA 101 Workshop.
4. The fee for PLA evaluation is $75 per credit and is due regardless of whether credit is awarded. It will be charged to the student’s account upon receipt of the **Intent to Pursue Prior Learning Assessment** form. Courses for which PLA credit is requested are not included in the calculation for full-time or part-time status and do not qualify for financial aid.
5. The student uses the PLA 101 Workshop, working with the PLA Facilitator, to prepare the assessment materials and build an ePortfolio aligned to the Prior Learning Assessment Portfolio Checklist. The ePortfolio should be completed and ready for submission no later than three weeks before the end of the KCVC semester as published on the academic calendar.
6. The PLA Facilitator reviews the ePortfolio for completion and informs the student of whether the ePortfolio is ready to be evaluated by the Registrar. Students who have completed the compilation of their ePortfolio submit the **Request for PLA ePortfolio Evaluation form** to the Registrar at [registrar@keystone.edu](mailto:registrar@keystone.edu). This form must be submitted no later than three weeks before the end of the KCVC semester as published on the academic calendar.
7. The Registrar evaluates the ePortfolio and determines whether the student has successfully demonstrated competency alignment to receive PLA credit. If necessary, the Registrar will refer to the appropriate Department Chair for clarification. The Chair will consult with the faculty member for guidance if needed. (Note: the ePortfolio will not be graded, only evaluated for completion at a pass/fail level.) Upon completion of the evaluation, the Registrar will notify the student of the result, and/or request clarification or additional documents/artifacts. The evaluation should be complete no later than the deadline for final grade submission for the designated term.