

Great Falls College MSU Prior Learning Assessment Checklist

Great Falls College MSU (GFC MSU) recognizes that learning occurs outside of the college setting. The outcome of this learning is often the acquisition of skills and/or knowledge which may be equivalent to learning at GFC MSU and other institutions of Higher Education. GFC MSU may award credit for this learning through the GFC MSU [Prior Learning Assessment Policy 306.1](#) of the Student Affairs policies. The following checklist will help guide faculty and students through the Experiential Learning evaluation process and the required form (page 2).

1. Credit may be granted only to admitted, enrolled and degree seeking students and is to be identified on the student's transcript as credit for prior experiential learning.
2. A student interested in earning experiential learning credit for a particular course or courses should consult their advisor and/or the faculty member (faculty sponsor) responsible for the courses in question. Upon consultation and initial consent of the faculty sponsor and the student's advisor (if applicable), complete the **"Student Information"** and **"Prior Learning Assessment Course Substitution Information"** portions of the attached form.
3. Next, the faculty sponsor and student will collaboratively decide which evaluation process (portfolio, challenge exam or other type of assessment) will be used for the evaluation of the student's prior learning to illustrate equivalency of the course(s) being substituted. Check the appropriate box in the **"Evaluation Process for Assessment of Award"** section.
4. Collaboratively the faculty sponsor and student will then identify the criteria, components, materials, documents required, and activities that must occur to complete the evaluation process. The faculty sponsor will provide the student with documentation outlining objectives, timelines, materials needed, and other pertinent information to establish clear expectations for the process.
5. Next, print the attached form with the top three portions completed. The student must sign and date in the appropriate areas.
6. The faculty sponsor and advisor (if applicable) must then confer and agree to approve the plan for assessing the student's prior learning for the award of experiential learning credit. If both approve, they must print their name, sign and date the form.
7. The faculty sponsor then submits the form and additional documentation to the Registrar. Upon reviewing the form for accuracy and completion, the Registrar will assess the applicable student fees if a challenge exam is used and sign and date the form, and pend the form/documents until the evaluation is complete.
8. Once the student completes and submits a portfolio, challenge exam or other type of assessment for review, the faculty sponsor will make a determination of whether to approve the award of experiential learning credit for the student's prior learning. They will then confer with the Division Director and make their recommendation. If both are in agreement, each will print their name, sign and date the form.
9. Next, the faculty sponsor submits the completed form, criteria for the assessment process, and supporting documents (e.g. challenge test score, documents for proof of competency, portfolio, etc.) to the Registrar. They will also notify the student of the successful or unsuccessful award of credit.
10. Finally, the Registrar reviews the completed form and submitted materials. If all are in order and both the faculty sponsor and Division Director have agreed to approve the award of credit for experiential learning, the Registrar will post the award to the student's academic transcript and notify the student of the completed process. If not approved, the Registrar will notify the student in writing of this decision.



Credit for Prior Learning Assessment Request Form

Please review the Prior Learning Assessment Policy and Procedures prior to completion & submission of this form. **Credit may be granted only to admitted, enrolled and degree-seeking students.**

Student Information

Full Name: _____ ID Number: _____
 Program: _____ Advisor: _____

Prior Learning Assessment Course Substitution Information:

Please include the name(s) of course(s) the Prior Learning Assessment Credit for which it will be substituted. Attach additional forms as necessary.

Course #:	Course Title:	Credits:
_____	_____	_____
_____	_____	_____
_____	_____	_____

Evaluation Process for Assessment of Award

In consultation with the sponsoring faculty and/or my advisor, the following process will be used to evaluate my prior learning.

- Portfolio**
Attach the portfolio upon approval by faculty. Also include any criteria for what is required in the portfolio.
- Challenge Exam**
Attach student score and a description of testing method. If applicable, attach a copy of the completed exam.
- Other Faculty - Assessment List type:**
Provide a description of the method or criteria of evaluating competency and any accompanying documentation.

Students will be assessed a \$25 per credit prior learning assessment fee for each course substitute attempted through challenge exams only. Students could also be charged for any materials. Other types of PLA do not have a fee assessed.

Student: _____ Date: _____
 (signature)

Note: All submitted materials and documents will become part of the student's academic record and will be kept on file in the Registrar's office and will not be returned. If awarded, credit will be posted on the student's academic transcript.

OFFICE USE ONLY

APPROVED for review:

Faculty Sponsor: _____ Date: _____
 (print name) (signature)

Student Advisor: _____ Date: _____
 (print name) (signature)

APPROVED for transcription: Recommended for Approval NOT recommended for Approval

Faculty Sponsor: _____ Date: _____
 (print name) (signature)

Division Director: _____ Date: _____
 (print name) (signature)

Fee assessed to student: YES NO

Transcript: YES NO

Registrar

Date

Registrar

Date