PLA Student Checklist

Parkside recognizes that college-level learning is not confined to the classroom and honors the learning accomplished in the workplace, in the military, through volunteer and service work, by self-directed study, in high school, and elsewhere by providing opportunities for prior learning assessment (PLA).  Two forms of internally administered PLA are available at Parkside:

* **Challenge Exams** aim to replicate the testing done throughout the semester in the course of a traditional class offering, providing an opportunity for students essentially to test out of having to take the class petitioned by demonstrating mastery of information and its application sufficient to fulfill course learning outcomes.
* **PLA Portfolios** are research papers written to demonstrate the same thing, that the student’s learning from experience matches and fulfills the learning outcomes of the class they are petitioning.

The Center for Adult and Returning Students supports students through the process of contacting professors and completing the PLA activity. If you have questions about PLA and the support available for it, contact us at [adult@uwp.edu](mailto:adult@uwp.edu) or call us at 262-595-3340.

Course petitioned for PLA:

Type of PLA (Challenge Exam or PLA Portfolio):

Faculty Name:

Faculty Email:

Checklist of PLA Activity

* Learn the basics about Prior Learning Assessment (PLA) by reading UW-Parkside’s website and UW-Parkside’s Prior Learning Assessment Policy
* Take the PLA Candidacy Strength Quiz
  + Map your learning in a PLA Learning Chart, if it would help you visualize the connections between experience and learning
* Review the UW-Parkside Catalogue for classes that match your learning from experience
* Contact the Adult Student Program Manager and talk about PLA and the classes you are interested in
  + Share current resumé and/or job description with the Adult Student Program Manager, if you have one or both
* Review the syllabi shared with you in light of your experience and decide if your learning from the experience is a good match for the class learning outcomes
  + Ask as many questions as you need to about the class learning outcomes to make sure you have the information you need to make a decision
* If you decide to pursue PLA, schedule a meeting with the Adult Student Program Manager or the Adult Student Program Manager and the Professor to agree on expectations, format (Challenge Exam or PLA Portfolio), and timeline
  + For PLA Portfolios, decide if you will take the PLA Portfolio Development Course (UWP 200)
  + Request permission number to register for UWP 200 if you choose to
* Fill out the PLA Intent Form
* Receive the approved PLA Intent Form
* Work on your PLA, either studying for the Challenge Exam or writing your PLA Portfolio
* Fill out the PLA Fee Form and pay the fees through SOLAR or at the Cashier’s Office when they are posted your student account
* Take your Challenge Exam or submit your PLA Portfolio via the PLA Portfolio Submission Form
* Watch your Inbox for the assessment decision and feedback from the professor
* If you passed, watch SOLAR for the credit to show up on your transcript