**Gordon State College**

**Prior Learning Assessment (PLA) – Student Instructions**

The purpose of the PLA process is to allow students to have college-level knowledge and insight through educational experiences and courses evaluated to obtain college credit. The guidelines below apply to all students seeking to assess learning through: a) department challenge exam or b) comprehensive portfolio option.

<table>
<thead>
<tr>
<th><strong>Department Challenge</strong></th>
<th><strong>Comprehensive Portfolio</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Step 1:</strong></td>
<td><strong>Step 1:</strong></td>
</tr>
<tr>
<td>Student must complete the</td>
<td>Student must complete the PLA</td>
</tr>
<tr>
<td>Department Challenge Course</td>
<td>Evaluation form (Portfolio Option)</td>
</tr>
<tr>
<td>request form located on page (2)</td>
<td>located on page (3) to obtain approval from the Adult Learner Coordinator, PLA Assessor within department, &amp; Instructional Department Head.</td>
</tr>
<tr>
<td>to obtain approval from the Adult Learner Coordinator, PLA Assessor within department, &amp; Instructional Department Head.</td>
<td></td>
</tr>
</tbody>
</table>

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<tr>
<th><strong>Step 2:</strong></th>
<th><strong>Step 2:</strong></th>
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<tbody>
<tr>
<td>Once approval is obtained, the student will submit payment of $75 to the GSC testing center. (The method of assessment will determine if a $20 proctoring fee will be included in final payment).</td>
<td>Once approval is obtained, the student will submit payment of $250 to the GSC Business Office.</td>
</tr>
</tbody>
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<table>
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<tr>
<th><strong>Step 3:</strong></th>
<th><strong>Step 3:</strong></th>
</tr>
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<tbody>
<tr>
<td>After payment is received, the student will coordinate with the PLA Assessor regarding examination date.</td>
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</tr>
</tbody>
</table>

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<tr>
<th><strong>Step 4:</strong></th>
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<tbody>
<tr>
<td>Upon successful completion of assessment requirements, student will earn exemption credit (“K”credit) for the course(s).</td>
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</tr>
</tbody>
</table>
Gordon State College  
**Department Challenge Form**  
*The University policy on Course Challenging can be found on the [http://www.gordonstate.edu/adult-learner/prior-learning-assessment-pla](http://www.gordonstate.edu/adult-learner/prior-learning-assessment-pla)*

**Before taking the examination, Department Challenge Examination fee must be submitted to:**  
Gordon State College Testing Center  
Student Center, Room 234  
419 College Drive  
Barnesville, GA 30204  
[http://www.gordonstate.edu/testingcenter/home](http://www.gordonstate.edu/testingcenter/home)

Date: ________________________________

Student Name: ___________________________  
929: _________________________________

School/Department: ___________________________

Course Prefix/Number: ___________________________  
Credit Hours: ___________________________  
(i.e. ENGL 1101)

**Approvals:**

Adult Learner Coordinator: (Print name) ___________________________

Signature: ___________________________  
Date: ___________________________

Examinining Professor: (Print name) ___________________________

Signature: ___________________________  
Date: ___________________________

Instructional Department Head: (Print name) ___________________________

Signature: ___________________________  
Date: ___________________________

Will method of assessment require proctoring by the GSC Testing Center?

- [ ] Yes
- [ ] If no, identify method of assessment: ___________________________

2
Grade Posted to Record: ___________________________  Date: ___________________

By: __________________________________________

Comments:

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
Before taking the examination, Portfolio Assessment Fee must be submitted to:
GSC Business Office, Lambdin Hall
419 College Drive
Barnesville, Georgia 30204

EVALUATION OF PLA CREDIT
(Portfolio Option)

Instructions: Gordon State College evaluates credit from Prior Learning from a variety of sources according to the following guidelines: (1) The student is responsible for providing the information for each course for which credit is sought. (2) The student must secure the necessary documentation to support the request and include the documentation in their PLA Portfolio. The PLA Portfolio is developed in the PLA 2000 course. (3) A separate form must be used for each course request. (4) The syllabus and course description must be included for each course (5) Completed forms and documentation should be submitted to the PLA Assessor.

TO BE COMPLETED BY THE STUDENT (Please Print or Type)

STUDENT NAME ____________________________ GSC ID# 929-______________________

Last First MI

EQUIVALENT GSC COURSE (For which you want credit): ________________________________

COURSE DESCRIPTION (Attach copy from catalog or complete):

SYLLABUS ATTACHED: (PLEASE CHECK) ___Yes ______No

PLEASE DO NOT WRITE BELOW

APPROVED ___________ DENIED ___________

Date: __________________

PLA Assessor

SIGNATURE ________________________________

Grade Posted to Record: ____________________

COMMENTS: ______________________________