

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.

| Department Challenge | Comprehensive Portfolio |
|---|--|
| <p><u>Step 1:</u> Student must complete the Department Challenge Course request form located on page (2) to obtain approval from the Adult Learner Coordinator, PLA Assessor within department, & Instructional Department Head.</p> | <p><u>Step 1:</u> Student must complete the PLA Evaluation form (Portfolio Option) located on page (3) to obtain approval from the Adult Learner Coordinator, PLA Assessor within department & Instructional Department Head.</p> |
| <p><u>Step 2:</u> 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).</p> | <p><u>Step 2:</u> Once approval is obtained, the student will submit payment of \$250 to the GSC Business Office.</p> |
| <p><u>Step 3:</u> After payment is received, the student will coordinate with the PLA Assessor regarding examination date.</p> | <p><u>Step 3:</u> After payment is received, the student will coordinate with PLA Assessor regarding examination date.</p> |
| <p><u>Step 4:</u> Upon successful completion of assessment requirements, student will earn exemption credit (“K”credit) for the course(s).</p> | <p><u>Step 4:</u> Upon successful completion of assessment requirements, student will earn exemption credit (“K”credit) for the course(s).</p> |



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**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>

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>

Date: _____

Student Name: _____ 929: _____

School/Department: _____

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

Approvals:

Adult Learner Coordinator: (Print name) _____

Signature: _____ Date: _____

Examining 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: _____

Grade Posted to Record: _____

Date: _____

By: _____

Comments:
