



## Student Guide to Prior Learning Assessment (PLA)

1. Determine the PLA Credit Path that applies to you.
  - Transfer of Military Training
  - Workplace Education/Training
  - Professional Licensure/Certification
  - Prior Learning Portfolio
  - Advanced Placement (AP)
  - College Level Examination Program (CLEP)
  - Departmental Challenge by Examination
  - Continuing Education Units (CEU) to Semester Hour Credit (SCH)
2. Review the procedures for the selected PLA Credit Path to determine the next steps. (List the PLA-Handbook link here)
3. Meet with an advisor, program director, and/or the department chair to determine student eligibility. *Students must be enrolled within a current program and be in good academic standing to apply for PLA credit.*
  - a) Complete the PLA application and provide it to the advisor.
  - b) The student retains a copy of the application, takes it to the Cashier's Office and pay all applicable fee associated with the examination or PLA Credit Path. Fees are non-refundable.
  - c) Veterans should meet with an advisor. If meeting an advisor for the first time, bring an official DD214.
  - d) For the portfolio option, the student will contact the program director/or the department chair to assist with the development of the portfolio.
  - e) For testing, your advisor will provide additional information as needed, which may include a referral to the program director and/or the department chair.
4. All perspective PLA students should review the guidelines located in the PLA Handbook. (List the PLA-Handbook link here)
5. The student must complete projects within the agreed-upon and specified timeframe.

6. College credit will be awarded by the Registrar upon approval by the appropriate Department Chair, Dean of Instruction, and Provost.
7. PLA will apply towards completion of a certificate or degree at LIT but may not be accepted at other institutions. It is the student's responsibility to check with the transfer institution before applying for PLA.

The PLA Advisor listed below is your source for information and will assist you through the process.

<b>Title</b>	<b>Name</b>	<b>Location</b>	<b>Phone Number</b>
Veteran Liaison	Eric Matthews	133 Eagles' Nest	(409) 247-5179
Academic Advisor	Kimberly Sala	130 Eagles' Nest	(409) 247-4932
Department Chair Healthcare & Science	Richard Fruscione	220 MPC	(409) 247-5069
Department Chair Business Technologies	Tamalla Jones	103C T4	(409) 247-5009
Department Chair Technology	Dr. Valerie Worry	211 PATC	(409) 247-5306
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