



## PRIOR LEARNING ASSESSMENT (PLA) PROPOSAL FORM

<b>Department or Division</b>		
<b>Effective Term:</b>		
<b>Name of Proposer and Title:</b>	<b>First and Last Name</b>	<b>Title</b>

**Important Note:** Confirm approval with the District Discipline Dean (DDD) of the proposed changes *before* submitting this proposal to the Curriculum Office. All PLA proposals will require approval signatures from the proposer, the DDD, and the Campus Provost once the proposal has completed the review process with the Curriculum Office.

PART A: PROPOSAL SUMMARY & RATIONALE	
<b>List the proposed PLA opportunities.</b>	<p>Proposed Courses for PLA:</p> <ul style="list-style-type: none"> <li>• <b>Course and Title</b> - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc.</li> <li>• <b>Course and Title</b> - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc.</li> <li>• <b>Course and Title</b> - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc.</li> </ul> <p><b>Total Number of Credit Hours Being Proposed as New or Revised PLA Offerings:</b></p>
<b>Provide a rationale and summary.</b>	<p><b>In your rationale:</b></p> <ul style="list-style-type: none"> <li>– Provide a brief overview and summary of the assessment(s) being proposed, and how the assessment process will be implemented by the department.</li> <li>– Explain why this is needed, how it will benefit students, and how it will impact both your department and other academic departments.</li> </ul>
<b>Certifications:</b>	<p><b>Provide a list of the certifications being evaluated and their certifying agencies. Then provide the list of courses that could be satisfied via PLA per each certification.</b></p> <ul style="list-style-type: none"> <li>•</li> <li>•</li> </ul>

PART B: PROGRAM REQUIREMENTS	
Primary PLA contact: (for website)	First and Last Name:
	Title:
	E-mail Address:
Maintaining PLA Documents	<p>Academic departments are an active and integral part of the student's PLA petition process. The student's PLA documentation is maintained by the academic department. The steps below provide guidance on how to maintain that document, but it can be edited as needed.</p> <p>-----</p> <p>Student PLA files should be kept in hard-copy and/or electronic formats for a minimum of five (5) years. Documents in a student's PLA file should include:</p> <ul style="list-style-type: none"> <li>• the original PLA Planning Packet with signatures. <ul style="list-style-type: none"> <li>○ A copy should be provided to the student.</li> </ul> </li> <li>• the original Petition for PLA Credit with signatures. <ul style="list-style-type: none"> <li>○ A copy should be provided to the student.</li> </ul> </li> <li>• supporting documentation. <ul style="list-style-type: none"> <li>○ Official supporting documents provided by the student can be copied for the student's PLA file, but the originals must be returned to the student.</li> </ul> </li> <li>• receipts of payment for linked courses and/or departmental exams. <ul style="list-style-type: none"> <li>○ Original receipts of payment provided by the student can be copied for the student's PLA file, but the originals must be returned to the student.</li> </ul> </li> </ul> <p>Both hard-copy and electronic files should be accessible to department representatives on a shared drive or platform such as the i:Drive. Do not keep student PLA files on a personal drive like the H:Drive or use a personal USB.</p>
Assessment Plan Considerations:	<p>List the PLA courses that are included in the Program Assessment Plan and provide an explanation for how this will be taken into consideration during the assessment process. Then, provide a summary of any revisions made to the Assessment Plan.</p>
Program Certification/Licensure Requirements:	<p>If your program prepares students for certification/licensure eligibility, provide a statement from your accrediting body stating how the PLA is considered. Could this PLA opportunity potentially affect the student's ability to earn the credential after they complete your program?</p>

## PART C: PROGRAM AND CATALOG IMPACTS

**Enter the full list of courses eligible for PLA for the program. This includes both existing and proposed PLA opportunities.**

Provide a comprehensive list of PLA opportunities in the program. This list should include PLA offered by other academic departments for courses that are required in this program. *Request the current list of PLA opportunities from [curriculumoffice@collin.edu](mailto:curriculumoffice@collin.edu) if needed.*

- **Course and Title [insert (New) if applicable]** - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc.
- **Course and Title [insert (New) if applicable]** - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc.
- **Course and Title [insert (New) if applicable]** - Assessment Type: Insert New or Revised Departmental Exam, Skills Demonstration (equipment setup, portfolio, technical troubleshooting, etc.), Certification, Linked Course, etc.

### Part 1A: Complete a program impact review.

In the rows below, complete a review of all awards in your program to determine the PLA percentage of each award if your proposal is approved. *Add more rows as needed. SCHs = semester credit hours.*

**Note: Available PLA should not exceed 75% of any award.** (Do not include linked course options in the PLA percentages below).

Award Title as Listed in the Catalog	Current SCHs in PLA for Award	New Total of SCHs in PLA for Award (current + proposed) *	SCHs Required for Award	Percent of Award Available for PLA (New PLA Total/SCHs Required for Award)

**Part 1A: If any awards exceed the 75% maximum, please provide the rationale as to why this should still be considered by leadership. Additionally, if this proposal is not approved *only* because of the proposed percentage(s), mark which course(s) you plan to remove from the proposal to stay within the 75% maximum.**

### Part 2A: Complete a catalog impact review.

1. Access the [catalog](#). Under "Catalog Search" and "Entire Catalog" on the left side of the screen, enter the course rubric and number in "Search Catalog". Do this for every course. This will help you identify all impacted awards in the catalog.
2. For every proposed PLA course found in another department's award(s), include the award(s) in the rows below. This includes any time the course is required, an option, an elective, etc.
3. Complete the table based on your current and proposed offerings. Contact the Curriculum Office if you need help filling this section out. *The list of Approved PLA Opportunities is available on the PLA intranet page for reference if needed.*

**Note: Available PLA should not exceed 75% of any award.** (Do not include linked course options in the PLA percentages below).

Award Title as Listed in the Catalog	Current SCHs in PLA for Award	New Total of SCHs in PLA for Award (current + proposed) *	SCHs Required for Award	Percent of Award Available for PLA (New PLA Total/SCHs Required for Award)
<b>Part 2A: If any awards exceed the 75% maximum, please provide the rationale as to why this should still be considered by leadership. Additionally, if this proposal is not approved <i>only</i> because of the proposed percentage(s), mark which course(s) you plan to remove from the proposal to stay within the 75% maximum.</b>				