



### PRIOR LEARNING ASSESSMENT (PLA) APPLICATION

#### PLA Process:

1. Students interested in submitting a PLA portfolio for credit should schedule an appointment with the Director of the Degree Completion Program (DCP), Patricia Laprey: Phone: (201) 684-7388; Email: [plaprey@ramapo.edu](mailto:plaprey@ramapo.edu)
2. During this meeting, the DCP Director will review the student's record to make sure that s/he is eligible to earn credits through PLA, will outline the procedures for submitting a portfolio, and will provide the student with a copy of the PLA Student Handbook and the PLA Portfolio Contract.
3. Students who are within their residency period (defined as final 32 credits for degree) must petition the Provost for an exception to the residency requirement as part of the PLA Portfolio Contract. The DCP Office is responsible for forwarding those petitions to the Registrar, who forwards them to the Provost for review and decision.
4. The DCP Director and student will discuss possible course options for the PLA portfolio as appropriate. It is recommended that the student obtain and review the descriptions and syllabi for the course(s) identified.
5. The DCP Director will direct the student to the appropriate dean to discuss selected course options. The student is strongly encouraged to complete the Proposal section of the PLA Portfolio Contract, including the one-page description of relevant activities, prior to meeting with the dean.
6. If the dean determines that a course is appropriate for credit through PLA portfolio, s/he, in conjunction with the convener, will identify a faculty member to act as the portfolio assessor.
7. The student then meets with the designated faculty assessor to discuss the PLA portfolio. Together, they should come to a clear understanding of: a) the portfolio requirements; b) the criteria that the assessor will use to determine if the student has met the learning outcomes of the course; and, c) a timeline to complete the process.
8. The student and faculty assessor complete and sign the PLA Portfolio Contract. The student is responsible for obtaining the dean's signature on the PLA Portfolio Contract. The dean's office will return the completed Contract to the DCP Director.
9. The student submits completed PLA portfolio to the DCP Director by the agreed-on deadline. The DCP Director applies the assessment fee to the student account. Once the assessment fee is paid, the portfolio and the PLA Portfolio Review Rubric are sent to the faculty assessor.
10. The faculty assessor reviews the completed PLA portfolio and meets with student if a meeting is part of portfolio.
11. The assessor completes the PLA Portfolio Review Rubric and either approves/disapproves awarding credit for the PLA portfolio or recommends re-submission. The faculty assessor notifies student in writing of assessment result and submits portfolio and PLA Portfolio Review Rubric to DCP Office.
12. The DCP Office will process credit requests for all portfolios approved for credit.

#### **Fee structure: 2022-2023 Academic year**

<b>Fee description</b>	<b>Cost</b>	<b>Charge schedule</b>
Assessment fee	\$168.04 per credit sought through portfolio	Charged once PLA portfolio and signed contract are submitted to DCP Director



DEGREE COMPLETION PROGRAM

505 Ramapo Valley Road, Mahwah, NJ 07430-1680

Phone (201) 684-7388

[www.ramapo.edu/complete](http://www.ramapo.edu/complete)

**PRIOR LEARNING ASSESSMENT (PLA) PORTFOLIO CONTRACT**

Name: \_\_\_\_\_ R#: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, ZIP \_\_\_\_\_

Cell phone: \_\_\_\_\_ Email: \_\_\_\_\_

Undergraduate Program (check one):  B.A.  B.S.  B.S.N.  B.S.W.

**PLA Proposal (To be completed prior to initial meeting with faculty assessor):**

I am requesting to submit a PLA portfolio for the following class:

Course number and title (ex: SOSOC 110 Social Science Inquiry):

\_\_\_\_\_

Number of credits: \_\_\_\_\_

Please attach a one-page Word document which describes the work or volunteer experience, training, non-academic courses, or other things you have done that you believe have met the objectives and outcomes of the course listed above.

*For students in their residency period only: I acknowledge that I am within my final 32 credits for degree and request an exemption to the residency requirement if awarded credits earned through the PLA Portfolio process.*

Student signature for residency exemption only: \_\_\_\_\_

**PLA Agreement of Expectations (To be completed in conjunction with faculty assessor):**

Please describe the materials that you will present for review as part of your PLA portfolio for the course noted above. These may include (but are not limited to): research essay, narrative essay, resume, web pages, other documents, audio/video files, photography, and certificates of training or completion.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Deadline for submission of completed portfolio to assessor: \_\_\_\_\_

Name of faculty assessor: \_\_\_\_\_

Signature of faculty assessor: \_\_\_\_\_ Date: \_\_\_\_\_

Student signature: \_\_\_\_\_ Date: \_\_\_\_\_

*I understand that by entering into this PLA contract, I am responsible for payment of all assessment fees, regardless of whether credit is awarded for the PLA portfolio.*

Dean's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please return this completed form to the Degree Completion Office ASB 435. Thank you!**