Atlanta Metropolitan State College Prior Learning Assessment Handbook

Background and Context:

Atlanta Metropolitan State College is a member of the University System of Georgia’s Adult Learning Consortium and has pledged to offer access to various courses and programs that will facilitate adult learners complete their college education in a timely manner. Please refer to Georgia Opportunities for Adult Learners website to access various collaborative programs, services, and outreach opportunities for Georgia adults.

The College accepts test scores from CLEP, DANTES Subject Standardized Tests and also offers College Administered Examinations for Credit whenever available. In addition, the College also offers adult learners the opportunity to assess their prior learning experiences for credit (PLA).

The College follows the nationally accepted standards adopted by the Council for Adult and Experiential Learning and available in Assessing Learning: Standards, Principles and Procedures, 2nd ed. By Fiddler, Morry, et al. For a complete account of AMSC’s policies, procedures, and processes governing PLA, please refer to the College Catalog under the topic Prior Learning Assessment. A student may obtain a total of 20 credit hours through a combination of CLEP, DANTES, Credit-By-Examination, DANTES, or ACE credits.

- What is prior learning?
- Why has Atlanta Metropolitan State College decided to adopt PLA?
- What is PLA?
- Who is eligible to participate in PLA?
- How should interested students determine if PLA is right for them?
- What are some ways to earn credit for prior learning?
- What are the national criteria for quality assurance in assessing learning for credit?
- What are the advantages of PLA?
- What kinds of courses are available for PLA credit?
- What courses are not available for PLA credit by portfolio?
- What is the appeal process for PLA Grade?
- What are the standards for assessing Prior Learning?
- Whom should I contact for PLA Information?
- What is PLAD2000, how much does it cost, and why should I take it?
- What happens after I take PLAD2000?

In addition, veterans and army personnel may find the following excerpt from Service Members Opportunity College Policy helpful as you consider your options for higher education.

MILITARY SERVICE REFUNDS

Full refunds of tuition and mandatory fees and pro rata refunds of elective fees are authorized for students who meet the following requirements:

- Military reservists (including members of the National Guard) who receive emergency orders to active duty after having enrolled at the College and having paid tuition and fees;
- Active duty military personnel who receive an emergency assignment after having enrolled at the College and having paid tuition and fees;
- Students who are unusually and detrimentally affected by the emergency activation of members of the reserve components or the emergency deployment of active duty personnel of the Armed Forces of the United States and who demonstrate a need for exception equitable relief.

Tuition and fees awarded by scholarship or grant from an agency or authority of the State of Georgia on behalf of a student receiving a refund under this policy shall be reimbursed to such agency or authority.
VETERAN'S BENEFITS

Veterans desiring to use their VA Education Benefits for the first time need to submit VA Form 22-1990. Dependents under the Post 9-11 program desiring to use TEB (Transfer of Education Benefits) must submit VA Form 22-1999e once benefits have been transferred to begin receiving these benefits. Dependents desiring benefits under CH. 33 and 35 must submit VA Form 22-5490. Disabled Veterans desiring to enter into the VA Vocational Rehabilitation Program must submit VA Form 22-1990 directly to the VA and then follow up with the Atlanta, Georgia, VA office once accepted into the program. These forms will generate the Certificate of Eligibility that the college needs for the certification process. Veterans interested in the VA work-studies program must submit VA Form 22-8691 to the VA certifying official. In addition, a signed contract must be on file with the VA prior to beginning employment, and job duties must involve veteran-related functions.

Students in training using VA Educational Benefits are responsible for ensuring that all tuition and fees are paid on their accounts. CH. 1606, CH. 30, and CH. 35 students who receive funds directly are responsible for bringing their funds to the Business Office to pay any unpaid balance once they receive payment. Failure to do so will result in being dropped from classes. Furthermore, CH. 31 students are responsible for ensuring that the College receives VA Form 28-1905, and the students who are using CH. 31 benefits must go through the Atlanta, Georgia, VA office. Atlanta Metropolitan State College uses VA Form 28-1905 to bill the VA to pay for tuition, fees, and books, so it must be completed for CH. 31 benefits to be paid.

For CH. 31 students, the VA designates payment specifically for tuition and fees and pays it directly to the school. As a result, students receiving CH. 31 benefits lose their HOPE eligibility while receiving CH. 31 benefits. This is due to the HOPE legislation stating that if a second payer is paying specifically to cover tuition and fees, then that amount must be applied first. Since VA covers the full tuition and fees, there are no funds for HOPE to pay out.

The Post 9-11 Educational Benefit pays tuition and fees based upon a percentage (10% to 100%) that the veteran is eligible for based upon time in service. For CH. 33 students, due to recent Post 9-11 legislation, HOPE is applied differently when used in conjunction with Post 9-11 benefits than those of CH. 31. Both pieces of legislation (HOPE/State of GA and POST 9-11/Federal) have similar second-payer rules regarding payments designated to tuition and fees. Under the Post 9-11, as a result, since the VA is federal and supersedes the State of Georgia, the Post 9-11 law dictates that any state benefit being used must be applied first, and then the Post 911 will cover the remaining balance. (NOTE: Veterans who are 90%-100% Post 9-11 should consider not using their HOPE at the same time since VA will pay the 90% to 100% of tuition and fees.)

Tuition Assistance (TA) payments are handled directly with the Business Office.

Any time a student changes his/her program of study or training establishment, a VA Form 22-1995 should be submitted to the VA Certifying Official before the VACO is allowed to submit certification. (Dependents under CH. 33 or 35 should use VA Form 22-5495). Delays or failure to submit this form will impact certification of classes and delay payments both to the school and the veteran. It is the responsibility of the Veteran to ensure that adequate documentation is submitted to the VA Certifying Official to ensure timely payment. Failure to do so may result in being dropped from classes for non-payment of any unpaid balance of tuition and fees.

All forms can be submitted online through VONAPP at https://www.ebenefits.va.gov or mailed to the Southern Region VA Regional Office, P. O. Box 100022, Decatur, GA 30031-7022.

For further information, contact the School Certifying Official in the Financial Aid Office or call 1-888-GI BILL-1 to speak directly to the VA.

Yellow Ribbon Program for Veterans: Out of State Tuition Waiver and Fees Reduction

AMSC is a member of the Yellow Ribbon program established by congress to assist veterans and their dependents with cost saving measures including waiver and tuition reductions. Please contact the registrar for more information.
PLA CREDIT FORM

NAME OF STUDENT_____________________________STUDENT ID_______________________

The student has completed the requirements for credits for the following courses:

<table>
<thead>
<tr>
<th>Course Prefix/Number</th>
<th>Course Title</th>
<th>Credit Hours</th>
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</thead>
<tbody>
<tr>
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</tbody>
</table>

APPROVAL

☐ Approved ☐ Disapproved ________________________________ Date _________________

Assessor

Dean

Vice President Academic Affairs

Registrar

The PLA Director or the department assessor has reviewed all submitted materials and verified that the PLA documentation submitted meets the requirements for credit (s) to be awarded.

PLA Director or Department Assessor ________________________________ Date _________________
What is Prior Learning?

Prior learning is learning gained through life or work outside of structured higher educational courses. Many people learn through their experiences in life such as those in professional endeavors (through business, the military, or other work/training experiences) or through other educational experiences (through community work, family, travel, or personal study).

Why has Atlanta Metropolitan State College decided to adopt PLA?

The administration and faculty at AMSC believe that PLA aligns with the mission of the College. Atlanta Metropolitan State College, a unit of the University System of Georgia, focuses on excellence, where outstanding faculty members and committed staff teach and facilitate the successful academic matriculation and holistic development of students. The College offers an affordable liberal arts education and prepares students from a diverse urban community to function in a global society.

To better meet this mission, AMSC will work with students from diverse backgrounds to evaluate their prior learning and determine if it meets the standards and requirements of college-level learning.

What is Prior Learning Assessment (PLA)?

PLA is a process through which students identify areas of relevant learning from their past experiences, demonstrate that learning through appropriate documentation, and submit their materials so that they can be assessed and possibly awarded academic credit relative to specific course objectives at AMSC.

The Council of Adult and Experiential Learning defines PLA as follows: “The recognition of learning gained from experiences that may be granted credit or otherwise certified… The assessment of learning attained through experiences irrespective of the time and place in which they occurred.” (Assessing Learning, 2nd edition, By Morry Fiddler, Catherine Marienau, and Urban Whitaker p.12)

Who is eligible to participate in PLA?

Prospective students who have other learning experiences outside of a traditional college curriculum are eligible to participate in PLA:

How should interested students determine if PLA is right for them?

Students should contact one of the following individuals first to determine their eligibility:

Ms. Mary Allen
Advisor for Adult Learners and Coordinator of Academic Advisement
L 307 Academic Advisement Center
Atlanta Metropolitan State College
1630 Metropolitan College Parkway
Atlanta, GA 30310-4498
678 623 1157 Office
404 756 5613 Fax
mallen@atlm.edu

www.atlm.edu/academics/adultlearner
What are some ways of earning credit for prior learning?

Prior learning may encompass a variety of experiences that may empower a person with knowledge in a specific field. The learning may very well have occurred outside the confines of the classroom and within the broader framework of life experiences. The wide array of experiences that may have occurred in a person’s life in the form of employment related training or hobbies or community related pursuits or vocational training, will be evaluated for college credit and awarded academic credits based on a portfolio or other submissions by the student by certified assessors within the USG Adult Learning Consortium. Students who acquire the level of knowledge that meets the expectations and the learning outcomes of a specific course may get credit for that course, provided the students can demonstrate proficiency in that specific course. Students’ knowledge of materials addressed in a specific course can be assessed in a number of ways:

CLEP

The College-Level Examination Program is administered by the College Board and provides students with the opportunity to demonstrate college-level achievement through a program of examinations in undergraduate college courses. CLEP examinations in five general areas (Composition & Literature, Foreign Languages, History & Social Sciences, Science & Mathematics, and Business) allow students to demonstrate mastery of material taught in about 30 courses that most students take as requirements in the first two years of college.

Clep courses available for credit at Atlanta Metropolitan State College

<table>
<thead>
<tr>
<th>CLEP Test</th>
<th>Atlanta Metropolitan State Credit College</th>
<th>Atlanta Metropolitan State College State Minimum Passing Score</th>
<th>Credit Hours Awarded</th>
</tr>
</thead>
<tbody>
<tr>
<td>Principles of Microeconomics</td>
<td>ECON 2106</td>
<td>55</td>
<td>3</td>
</tr>
<tr>
<td>Financial Accounting</td>
<td>ACCT 2101 ACCT 2102</td>
<td>55</td>
<td>6</td>
</tr>
<tr>
<td>College Composition w/Essay</td>
<td>ENGL 1101</td>
<td>50 w/ passing Essay</td>
<td>3</td>
</tr>
<tr>
<td>English Literature</td>
<td>ENGL 2120</td>
<td>55</td>
<td>3</td>
</tr>
<tr>
<td>American Literature</td>
<td>ENGL 2131</td>
<td>55</td>
<td>3</td>
</tr>
<tr>
<td>French</td>
<td>FREN 1002</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Spanish</td>
<td>SPAN 1002</td>
<td>50</td>
<td>3</td>
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<td>SPAN 1002, 2001, 2002</td>
<td>65</td>
<td>9</td>
</tr>
<tr>
<td></td>
<td>SPAN 1002, 2001, 2002</td>
<td>65</td>
<td>9</td>
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<tr>
<td>Subject</td>
<td>Course Code</td>
<td>Credits</td>
<td>Notes</td>
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<td>-------------------------------</td>
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<tr>
<td>Algebra</td>
<td>MATH 1111</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Pre-calculus</td>
<td>MATH 1113</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Calculus</td>
<td>MATH 2253</td>
<td>50</td>
<td>4</td>
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<tr>
<td>Biology</td>
<td>BIOL 1107, 1108</td>
<td>50</td>
<td>8</td>
</tr>
<tr>
<td>Chemistry</td>
<td>CHEM 1211</td>
<td>50</td>
<td>4</td>
</tr>
<tr>
<td>Western Civilization I</td>
<td>HIST 1111</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Western Civilization II</td>
<td>HIST 1112</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States I</td>
<td>HIST 2111</td>
<td>50°</td>
<td>3</td>
</tr>
<tr>
<td>History of the United States II</td>
<td>HIST 2112</td>
<td>50°</td>
<td>3</td>
</tr>
<tr>
<td>American Government</td>
<td>POLS 1101</td>
<td>50°</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Psychology</td>
<td>PSYC 1101</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Human Growth &amp; Development</td>
<td>PSYC 2103</td>
<td>50</td>
<td>3</td>
</tr>
<tr>
<td>Introduction to Sociology</td>
<td>SOCI 1101</td>
<td>50</td>
<td>3</td>
</tr>
</tbody>
</table>


**AP (Advanced Placement)**

The College Board offers 35 examinations across 20 subject areas. Students with appropriate scores on appropriate examinations can get credit for specific courses at AMSC (Please review the AMSC College Catalog available at [http://www.atlm.edu/downloads/2011-2012_Catalog.pdf](http://www.atlm.edu/downloads/2011-2012_Catalog.pdf)).

**Departmental Exams**

Students currently enrolled who present satisfactory evidence that they are qualified in a particular subject may receive credit by an examination developed and administered by the appropriate instructional department. Satisfactory evidence may be, but is not limited to, work experience, non-credit courses, course work taken at non-accredited institutions, or military courses. Permission must be obtained from the head of the instructional department offering the course; however, examinations will not be permitted in courses for which a student has previously taken an examination for credit or was previously enrolled at Atlanta Metropolitan State College as a regular or audit student. It is suggested that students check with their advisor and the Registrar’s Office prior to requesting an examination for credit, to ensure that the credit will apply toward their graduation requirements. The credit will be entered in the student's academic record; however, the grade received will not calculate in the semester or cumulative grade point average.

Students must pay the Business and Finance Office, in advance of the examination, the current non-refundable fee for credit by examination, which is the same as CLEP registration fees cost ($85.00). The student will show the receipt to the faculty member conducting the examination. The instructional department is responsible for reporting the course number, title, credit hours, and fee receipt to the Registrar’s Office for processing. Failing grades will be reported and
posted to the student’s record. A total of 30 semester hours can be earned through any combination of CLEP, credit by departmental examination, correspondence courses, extension work, PLA and advanced placement.

**Defense Activity for Non-Traditional Educational Support (DANTES)**

AMSC will grant credit for DANTES/DSST examinations determined to be equivalent to CLEP. The same score minimums will apply to these tests as the CLEP. CLEP credit will be indicated by a “K” on the student’s transcript.

**ACE Credits**

The American Council on Education (ACE) is an organization that provides guidance to colleges and universities on the acceptance of credit. AMSC is a member of the USG Consortium and honors ACE credits as appropriate for the program of study for students. Students must contact their advisor and the AMSC Offices of Admissions for information on documentation of ACE credits and verification of their application to programs of study. ACE can be found online at: [http://www.acenet.edu](http://www.acenet.edu).

**PLAD 2000 PLA Documentation Course, Registration, and Tuition**

If prospective students have other learning experiences that may fit courses not served under one of the above options, they may be advised to sign up for the PLA Documentation course (PLA D2000). This two credit course teaches students how to develop a portfolio for documenting prior learning experiences for the courses for which they hope to earn PLA credit. This course teaches students how to prepare and submit a portfolio that documents their prior learning experiences, competencies, training, and certifications in a way that aligns with specific course learning objectives.

Documentation, as used at Atlanta Metropolitan State College, includes an organized set of verifiable evidence and reflections of prior learning (e.g., skills, demonstrations, essays, performances, projects, letters, recognitions, certifications, and experiential learning) for which one seeks credit.

The PLA Documentation Course will be offered online. Students will learn how to develop the appropriate documentation sets for the classes for which they wish to seek credit. By the end of the semester, they should have materials ready to submit to faculty assessors from the program in which they are seeking credit.

**Tuition and Other Costs**

The PLA Documentation Course has the same tuition rate as any other two-hour AMSC course. Students may qualify to use financial aid for this course, depending on the specific rules and regulations of their financial aid package.

**Portfolio Assessment and Feedback:**

The assessors will review all submitted portfolio submissions and will provide timely feedback for corrections and resubmissions as may apply. Timely feedback is defined by the college as feedback within 72 hours, unless otherwise specified under special circumstances in writing and in advance. The assessors determine and evaluate the strength of the evidence provided to support the claim for credit. Credit can only be provided upon the recommendation of the assessor based on the evidence which must meet the required objectives of the specific course. The evidence might include but not limited to variety of work, certification, commendations, essay, demonstrations, performances, research, training, military experience, projects and other life learning evidence.
Portfolio Feedback: portfolio feedback will be provided in writing with complete analysis of evidence presented in line with the specific learning outcomes determined by the course content, program or the department. All PLA records will be kept in the division record files and copies filed with the Office of the Vice President of Academic Affairs and relevant forms submitted to the registrar’s office upon approval.

Upon recommendation of the assessor as satisfactory the assessor will award appropriate credit hours and submit grade forms to the registrar for transcription through the dean and the Vice President of Academic Affairs. All students who successfully complete PLA courses will receive a "K" grade with appropriate number of credit hours.

Students may resubmit a portfolio for re-assessment within a time limit provided for the course, usually one semester unless extension is granted in advance.

Is there a PLA documentation assessment fee?

When students submit a documentation set (Portfolio) for assessment, they must pay a PLA Assessment fee based on the number of credit hours assigned each course. The table below designates fees per credit hours. Students then submit their receipt for this fee to the PLA Counselor who will submit their portfolio to the appropriate assessors. Students must pay this fee for each assessment for which they apply.

<table>
<thead>
<tr>
<th># Credit Hours</th>
<th>Fee</th>
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<tr>
<td>4 - 6</td>
<td>$300</td>
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<tr>
<td>3</td>
<td>$250</td>
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<td>2</td>
<td>$200</td>
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<td>1</td>
<td>$150</td>
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PLA Grade Appeal Process

If a student wants to appeal the grade awarded for a PLA course, the student has the right to appeal the grade. The appeal process must be initiated within one semester (fall, spring, summer) immediately following the semester in which the grade was assigned. The students must take the following steps: These steps are also outlined in the College Catalog under Grade Appeal Process.

**Step 1.** Within the first semester immediately following the assignment of a final grade, the student who wishes to appeal the grade must meet with the assessor virtually or face to face. At this meeting, the student and assessor must make every effort to resolve the disagreement and arrive at a mutual consensus. Note: If the assessor is not on campus, the appropriate Division Dean (DD) will contact the assessor.

**Step 2.** If, after Step 1, a student wishes to further pursue a change of grade, the student must make a written appeal to the appropriate Division Dean within twenty working days of the meeting with the assessor. Supporting documentation should be attached.

**Step 3.** The DD may meet with the student and assessor individually or jointly to review the student’s appeal and to review any materials needed to form an objective decision and discuss options for resolution.

**Step 4.** The DD will make a decision and submit that decision in writing to the assessor and student within ten (10) working days.

**Step 5.** If the student wishes to further appeal the decision of the DD, he or she may seek redress from the Vice President for Academic Affairs. The VPAA will review the student’s original written appeal, supporting documentation and the decision of the DD before rendering a decision.

**Step 6.** The Vice President for Academic Affairs will provide a written decision to the student within ten days.

**Step 7.** If, after Step 6, the student still wishes to appeal his or her grade, the student has ten (10) working days in which to make a written appeal to the President. The judgment of the President will be considered the final and binding decision on the matter.
What are the National Criteria for Quality Assurance in Assessing Learning for Credit?

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.

Taken from Assessing Learning: Standards, Principles, and Procedures (Second Edition)

For more information visit: The Council for Adult and Experiential Learning (CAEL) at http://www.cael.org/.

What are the advantages of PLA?

PLA will reduce the repetition of relevant course-related material for students with prior learning (or with prior degrees). Adult learners can take a PLA Documentation course that will help them document their creditable learning experiences for possible academic credit. The documentation course will also help students who have not been in college before or who have not been in college recently to reacquaint themselves with college learning and expectations.

PLA will also reduce the time and money required to earn an undergraduate or graduate degree although it will require the investment of both. Certain PLA components require fees such as testing (e.g., departmental examinations and standardized tests) and portfolio assessment. However, in general, PLA should take less time and money to complete than taking regular classes.

By evaluating prior learning, AMSC verifies that the particular learning of students is worthy of academic credit at the college level and meets the course learning outcomes. Most importantly, PLA enables students to gain greater insight about themselves and their academic strengths.

What kinds of courses are available for PLA credit?

After completing PLAD2000, a student may submit a portfolio containing documentation for obtaining possible PLA credits for the following courses at Atlanta Metropolitan State College:

- CRJU 1105 Introduction to Law Enforcement
- CRJU 1106 Introduction to Corrections
- SOCI 2293 Introduction to Marriage and the Family

www.atlm.edu/academics/adultlearner
• CSCI 1135 Introduction to Computers
• MUSC 1100 Music Appreciation
• RELI 2201 Introduction to Religious Studies

What courses are NOT available for credit by portfolio?

The courses covered by CLEP, Departmental Examination, DANTES, and ACE methods of earning credit will not be eligible for credit through the portfolio process.

Standards for Assessing Learning

ACADEMIC STANDARDS

STANDARD I: Credit should be awarded only for learning, and not for experience
Experience is an input, learning is an outcome; credit should reflect assessment of the learning outcomes and not be an evaluation of the inputs. The learning outcomes of specific course must be compared to the learning outcome of an existing course or its equivalent at AMSC. PLA is available to adult learners with experiences in life such as those in professional endeavors, military, training and other educational experiences that are measurable, verifiable with specific learning outcomes that can be documented and evaluated for credit consideration.

STANDARD II: Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public. The level of acceptable learning is defined by the course listing in the catalog and specific learning outcomes expressed in the syllabus, or degree program at AMSC. The university system of Georgia and the Adult Learner Consortium have established binding policies that guide the acceptance of CLEP and other standardized assessment tests. However, AMSC should review CLEP and other standardized courses to determine if they are in fact, equivalent to AMSC courses in content, objectives and learning outcomes.

STANDARD III: Assessment should be treated as an integral part of learning, not apart from it, and be based on an understanding of learning processes. Students must benefit and learn from the assessment process as learning is an evolving process, especially in the process of portfolio development. Consistent and timely feedback is essential to the integrity, professionalism and learning process regardless of whether or not credit will be granted.

STANDARD IV: The determination of competence levels and of credit awards must be made by appropriate subject matter and academic experts. AMSC trained faculty assessors as well the department faculty in the specific area of expertise are charged with the responsibility of determining the competence level.

STANDARD V: Credit or other credentialing should be appropriate to the context in which it is awarded and accepted. Students should consult their advisors for guidance with regard to program requirements and degree completion.

ADMINISTRATIVE STANDARDS

STANDARD VI: If awards are for credit, transcript entries should clearly describe what learning is being recognized and be monitored to avoid giving credit twice for the same learning. The potential for duplication of credits is minimized at AMSC. The education and curriculum policy requires the clear definition of every course with specific learning outcomes, objectives, and descriptions. A total of 30 semester hours can be earned through any combination of CLEP, credit by departmental examination, correspondence courses, extension work, PLA and advanced placement.

Upon recommendation of the assessor as satisfactory, the assessor will award appropriate credit hours and submit grade forms to the registrar for transcription through the dean and the Vice President of Academic Affairs. All students who successfully complete PLA courses will receive a "K" grade with the appropriate number of credit hours. Students may resubmit a portfolio for re-assessment within a time limit provided for the course, usually one semester unless extension is granted in advance.

STANDARD VII: Policies and procedures applied to assessment, including provision for appeal, should be fully disclosed and prominently available for all parties involved in the assessment process.

www.atlm.edu/academics/adultlearner
Students may appeal against unsatisfactory grades within one semester by following the appeal process listed in the AMSC catalog.

**STANDARD VIII:** Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.

- Test cost is $80; test administration fee is $25. Total cost is $105.
- Departmental exams administrative fees are $105.00.
- PLA course fees are based on the number of credit hours.

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<thead>
<tr>
<th># Credit Hours</th>
<th>Fee</th>
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<tbody>
<tr>
<td>4 - 6</td>
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<td>2</td>
<td>$200</td>
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<td>$150</td>
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The fees must be paid in advance for portfolio submission. The receipt must be presented to the appropriate assessor for portfolio submission and assessment.

**STANDARD IX:** All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.

This standard poses a reciprocal responsibility for both assessors and institutions/organizations/Agencies that provide and support learning assessment

- All AMSC assessors must successfully be certified by completing CAEL workshop I & II or higher and must maintain appropriate qualification in their specific area of expertise.

**STANDARD X:** Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and in the state of the assessment arts.

The PLA Committee is charged with the responsibility for monitoring Prior Learning Assessment. Success of the program will be measured in terms of its goals, objectives, and faculty and student satisfaction.

**eMajor**

eMajor is the University System of Georgia’s collaborative program that delivers flexible online degree programs through Valdosta State University (more institutions to be added in 2013). Atlanta Metropolitan State College will collaborate with other USG institutions and develop innovative and flexible degree programs. Courses in these programs will be delivered using a robust learning management system (Desire2Learn) and will be taught by highly trained online instructors. Students who take these courses will enjoy the twin benefit of completing certificate programs at AMSC while also earning credits towards their bachelor’s degree at another institution. Student support services, including enrollment counseling, bookstore, library services, tutoring, test proctoring and disability services are coordinated through the eMajor Administration. For further information on USG’s eMajor program, please visit [http://emajor.usg.edu/about/](http://emajor.usg.edu/about/)

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