

***We have several TAWC students who have completed multiple successful claims and have saved significant time and money as they progress toward graduation because of it.**

Our Process:

When we receive a general student inquiry about PLA, coaches/admissions staff should check the “PLA Inquiry” box in Salesforce. Students will receive an automatic email from Gretchen, with contact information and useful PLA documents.

When a student is ready to take PLA 250 (has met the basic requirements), coaches should check the “PLA Seeking” box in Salesforce. Gretchen will receive an automatic task message to contact students. After speaking with the students, Gretchen will approve the student’s participation in PLA250 or determine that it is not a good fit for them. She will approve or deny them in the “PLA 250 Approval” box in Salesforce; coaches will then receive an automatic notification that a decision has been made. If students have been approved, advisors should work with students to fit PLA 250 into their future schedule.

After students register for PLA 250, Gretchen will contact them again to make sure that they are prepared to take the course and answer any questions that they have. Before this conversation, they should already be thinking about which of their experiences might be appropriate for PLA claims, gathering documentation to support those claims, and updating their resume.

Students will take the PLA course and be guided through every step of creating their first claim. There is no charge for submitting the first claim. Any additional claims will cost \$400 each. Students will not be charged for the review of any claims in which credit is denied.

Upon completion of PLA 250, students are responsible for submitting their properly formatted claims via email to Gretchen. Gretchen will acknowledge receipt of the claim(s) via email and will assign a qualified academic assessor to review the claim(s) and create a case in Salesforce. All important documents will be archived in this case on Salesforce. Students are not permitted to know the name(s) of their assessor(s). Generally, the claim(s) will be reviewed within three weeks of receipt and students will be notified via email at that time whether or not they are being granted credit. The college registrar is also notified at that time so that the credit will appear on their transcript, as applicable.

Students have the opportunity to submit one revised claim if credit is denied. There is also an appeals process if students wish to dispute the results of the assessment.

Students will be billed after the assessor finishes reviewing their claim. Students can continue to write and submit additional claims after they have completed PLA250, if they wish. They can contact Gretchen with questions or concerns at any time.

PLA Credit Breakdown:

Students can earn a total of 36 credits in all forms of PLA.

They can earn:

- Up to 12 credits through CLEP
- Up to 6 credits through Challenge exams (only option that can meet residency requirements)

- Up to 36 credits through portfolio claims (The PLA250 class does not count as part of those credits)

ACE Credits:

We generally cannot accept ACE credits for transfer, but students should speak to Gretchen about their specific situation.

