



## 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, and Dean of Student and Academic Success.

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	Deloris Savoy	132 Eagles Nest	(409) 839-2007
Academic Advisor	Karina Salgado Estrada	134 Eagles Nest	(409) 880-8189
Department Chair Healthcare & Science	Allen Welch	220 MPC	(409) 839-2087
Department Chair Business Technologies	Lauri Arnold-Calder	103C T4	(409) 839-2050
Department Chair Technology	Tiffany Williams-Parker	PATC 211	(409) 839-2903
Department Chair Public Service & Safety	Kenneth Mason	116A TC	(409) 839-2967
Department Chair Technology	Mary Sizemore	116B TC	(409) 880-8191