Board of Regents Reporting Guidance:
Prior Learning Assessment, A.A. Policy 2.23

The Board of Regents Prior Learning Assessment (PLA) policy will be used to grant undergraduate college credit, certification, or advanced standing toward further education or training representative of those non-traditional educational experiences listed in Academic Affairs Policy 2.23.

Pursuant to Academic Affairs Policy 2.23, in every case in which PLA credit is awarded, the institution should ensure that the student's learning matches the learning outcomes and is assessed based on the expectations of equivalent courses found in standard articulation tables such as the Louisiana Common Course Catalog and the Statewide Course Articulation Matrix. Whenever possible, credit equivalent to courses on the Articulation Matrix should be awarded.

Recognizing the various types of PLA utilized by institutions, this policy provides guidance for reporting in Regents' Statewide Student Profile System (SSPS). **The credit awarded will be excluded from student credit hours counted in the funding formula; therefore, it is important that all PLA be identified properly. Courses should be reported in the semester in which they are awarded, which will include all demographic and student information relative to their enrollment status and traditional course enrollments. The term part will be used to identify PLA. This can be reported in the following ways:**

- Institutions may choose to report PLA in regular semester/term file submission for which a student is enrolled OR as part of an intersession file submission.
    - Regular semester submission: Data should be included in a regular semester/term file submission for which a student is enrolled: Summer "1", Fall "2", Winter "3", or Spring "4".
    - Intersession submission: PLA data should be reported in the intersession belonging to the regular semester in which the student enrolled (summer intersession, fall intersession, winter intersession, spring intersession).
- For students enrolled and awarded PLA in a summer term, institutions have the option to report the summer PLA course data in the subsequent "regular" term that the student enrolls.
- In addition to using term part "Z", "W","X", and "Y" can also be used for a total of 80 PLA course records awarded to the student in a respective semester/term.
- Please note OER/AER and e-learning fields cannot be left blank; report "Z" in the appropriate fields.
- This applies to all student levels and admission status types and can be awarded at any time.
- Demographic information must be consistent with what is reported in the "regular" academic term SSPS file submission (Fall or Spring).
- Hours awarded do not count toward a student's full- or part-time status.
- Hours awarded should be included in cumulative hours earned.

- Institutional course abbreviation, course number, CIP code, and associated course hours must be identified in the applicable fields in the format identified in SSPS file specifications.
- If credit is not awarded for a specific course, course information should be aligned with the discipline or general education category (course abbreviation), level (course number), and subject content (CIP code), in addition to hours awarded. The format must align with SSPS file specifications.
- Grades are a required field in SSPS reporting; however, NG (No Grade) and P (Pass) are valid options.

There are two types of PLA classifications: standardized and non-standardized. Valid codes for each should be reported in the "**PLA**" field (formerly "contact hour" field), as follows:

1. Standardized

M	Military
A	Advanced Placement (AP)
C	CLEP
I	International Baccalaureate (IB)
S	Scores (examples are ACT/SAT/ALEKS)
W	Industry-Based Certificate/Certification (IBC)

2. Non-Standardized

N	Institutional or departmental challenge exam
P	Portfolio evaluation, Continuing Education Unit (CEU)

When awarding military credit, the type must be identified in the course **"section number"** field. This field cannot be left blank; therefore, institutions may use this field for internal tracking or any other alphanumeric combination:

ACRE	ACE credit
TREX	Military training or experience

Please note that to pass SSPS edits, the OER/AER and e-learning fields cannot be left blank; report "Z" in the appropriate fields. See the example below:

State-Wide Student Profile System File Layout (PLA Example)

Course Information (Repeat for as many course as required, up to 20 courses)									
OER/AER	Transitional Course Flag	Prior Learning Assessment (PLA)	E-Learning Flag	Course Abbreviation	Course Classification (CIP)	Course Number	Section Number	Course Credit/ Contact Hours	Course Grade
Z		M	Z	XXXX	######	####	ACRE	0030	NG
Z		M	Z	XXXX	######	####	TREX	0030	NG
Z		M	Z	XXXX	######	####	ACRE	0030	NG
Z		I	Z	MATH	27####	105	XXXX	0030	P
Z		A	Z	ENGL	23####	2000	XXXX	0030	P
Z		C	Z	HIST	54####	1010	XXXX	0030	P
Z		W (IBC)	Z	WELD	48####	####	XXXX	0030	NG
Z		P	Z	COMM	09####	1013	XXXX	0030	P
Z		N	Z	ARTS	50####	1010	XXXX	0030	NG