

Prior Learning Assessment Policy
Instruction Cabinet
October 17, 2022

Prior Learning Assessment (PLA) is an important option for degree-seeking students at the community college. PLA is the process for awarding credit for learning that has taken place away from the college classroom.

- PLA credits can only be awarded for classes that Highline offers.
- Approval for PLA and grading is determined by the faculty.
- Being approved for PLA (contract signed and assessment paid for) does not guarantee that you will receive a passing grade.
- It is important to submit all assessments and documentation to your instructor prior to the deadline, which is usually the end of the quarter.
- No more than 25% of any degree can come from portfolio-style PLA. For a 90-credit degree, that is 22 credits.
- No more than 15 credits of portfolio-style PLA can transfer to universities in Washington.
- Most universities in Washington have indicated that they will accept PLA classes, especially when it is part of an AA degree. No college said they would not accept PLA. You may wish to confirm with the registrar at the 4-year institution that you are planning on transferring to.
- For transfer, you must confirm with the registrar of the school you're transferring to.
- Highline College evaluates every military transcript received from the service member and/or veteran pursuing an education at Highline. Students must contact Veterans Services for assistance in the process.

In extenuating circumstances, students in professional-technical programs can earn more than 25-credits, not to exceed 67 credits total (per Highline's Residency Requirement of 23 credits).

Reviewed by Instruction Cabinet – 10/17/22

Approved by Instruction Cabinet – 10/31/22