



Policies & Procedures

Experiment:

Policies & Procedures for the **Prior Learning Assessments (PLA)—Use of Title IV Aid for Costs of Prior Learning Assessments** must address the following:

Policy Topic	Required policy & procedure	School Policy
<p>Cost of Attendance (COA)</p>	<p>Include procedures to ensure that school determines cost of attendance (COA) to include reasonable costs, such as test fees or the costs of a portfolio evaluation, that are incurred by the student for the assessment of prior learning. These costs must not include any clock or credit hour fees associated with the hours, if any, that the institution determines will apply toward completion of the student’s academic program. The costs in question may reflect individual costs of a prior learning assessment, but must fall within the categories established in HEA § 472.</p> <p>The procedures must also ensure that any increased COA is used to determine the student’s eligibility for and amount of Title IV aid for the payment period or enrollment period covered by the COA.</p>	
<p>Enrollment Status</p>	<p>The school may include up to a maximum of three credit hours in a student’s Federal Pell Grant (or Iraq-Afghanistan Service Grant) enrollment status for preparation for a prior learning assessment, depending on the amount of effort expended by the student for that preparation. The maximum of three credit hours could be included in just one payment period or over multiple payment periods within an academic year, but a student may not receive more than three total credit hours toward Pell Grant enrollment status for the student’s enrollment in a single academic program.</p>	

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Enrollment Status (continued)	<p>Include procedures to ensure that PLA preparation time used to increase enrollment status <i>does not</i> include the time taken by a student to study for a test or examination or the time spent taking the test or examination. Rather, it includes only the time spent by the student during, or just prior to, the relevant payment period(s) preparing any materials required to demonstrate the learning that will be assessed. The procedures must ensure that PLA preparation time is not the same as the academic hours credited to the student's academic program following a successful prior learning assessment.</p> <p>The procedures must ensure that the increase to the student's Pell Grant enrollment status does not apply to the student's enrollment status for purposes of Title IV awards other than Pell Grants.</p>	
Direct disbursement	<p>Include procedures to ensure that any resulting increase in the student's Pell Grant award is provided only as a direct disbursement to the student.</p>	
Individual student adjustments	<p>Include procedures to ensure that determinations regarding COA and Pell Grant enrollment status adjustments associated with a PLA under the experiment reflect the expenses, time, and effort incurred or spent by individual students, not a group or class of students.</p>	
Successful Assessment of Prior Learning	<p>Include procedures to ensure that successful assessment of a student's prior learning will result in the institution determining that the student has met part of the requirements for the program, without the student having to enroll in, pay for, and complete additional coursework attributable to that part.</p>	