



# Prior Learning Assessment Appeal Form

Student Name: \_\_\_\_\_ SSN: \_\_\_\_\_

PTC Student Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Student Signature

Date

*The following steps are to be followed without omission for appeals related to denial of credit in prior learning assessment decisions. Regardless of the outcome, because students are not purchasing credit, all PLA fees are non-refundable. No new or additional information will be accepted during the appeal process.*

### Step One—Faculty Assessor

Meet with the faculty assessor within 10 business days of the notification of credit denial to discuss the recommendation of no-credit. The student may prepare a written statement—which may not contain new or additional information for evidence of learning—and attach it to this form. If the student does not agree with the faculty assessor’s explanation or decision, the appeal process may be continued.

RESOLVED       UNRESOLVED

Assessor Name

Signature

Date

### Step Two—PLA Appeal Committee

Meet with the PLA Coordinator within five business days of the conference held with the faculty assessor. An appointment will not be approved unless Step 1 was completed, nor after this deadline. The PLA Appeal Committee will review the request for appeal to determine if there is sufficient rationale to warrant a second assessment. If approved by majority vote, the appeal moves to Step 3. If denied, there is no further basis for appeal and the decision is final.

SECOND ASSESSMENT APPROVED       SECOND ASSESSMENT DENIED

PLA Coordinator Name

Signature

Date



# Prior Learning Assessment Appeal Form

### Step Three—Second Assessment

A second assessment of PLA documentation, demonstration, or evidence is conducted by a new faculty assessor selected by the Dean of the division. The same criteria used to initially assess the PLA request will be followed. The PLA Coordinator will be notified of the assessment results and meet with the faculty assessor to discuss the recommendation. The student will be notified of the decision via the student’s PTC email account.

RESOLVED       UNRESOLVED

\_\_\_\_\_  
Assessor Name

\_\_\_\_\_  
Signature Date

### Step Four—Vice President of Learning

If the student does not agree with the second faculty assessor’s decision, the Vice President of Learning will be notified by the PLA Coordinator. The PLA Appeal Committee and both faculty assessors will meet with the Vice President of Learning and make a recommendation to award or deny credit by majority vote. The decision of the Vice President of Learning is final.

#### Description of Decision

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Vice President of Learning Name

\_\_\_\_\_  
Signature Date