

Prior Learning Assessment Request for Credit



Procedure Manual

Prior Learning Assessment Manual

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Prior Learning Assessment

Introduction

Prior Learning Assessment is the process of earning college level credit through knowledge and experience acquired outside of the standard classroom learning environment.

Policies, Principles, & Practices

Northeast State Community College follows TBR policy 2:01:00:04 Awarding of Credits Earned through Extra-Institutional Learning to Community Colleges. Request for credit through Prior Learning will be assessed by the faculty subject matter expert, and approved by the Academic Dean, Vice President for Academic Affairs, and finally, the college Registrar. Students may request PLA credit through the Northeast State Community College Application for Credit of Work or Life Experience which may be found in appendix A of this document. Inquiries, questions, and concerns should be directed to the Registrar.

Types of Prior Learning Assessment

Students may request credit for experiential learning such as occupational training, recognized certifications, national courses/exams, portfolio or resume review, and institutional challenge exam. Additional credit may be awarded through experiential learning not listed above but will be at the discretion and approval of the subject matter experts and campus administrators.

Currently, prior learning assessment credit has been established for:

1. Advanced Placement (AP)
2. American Council of Education (ACE) assessed trainings
3. College-Level Examination Programs (CLEP)
4. Credit by Exam
5. Local and Statewide Dual Credit Coursework
6. Military Service/Experience
7. Portfolio and Resume Review
8. Professional Credentials and Certifications

Advanced Placement (AP)

Northeast State currently awards credit for AP Exams and Minimum Scores. If an exam of interest is not listed in the academic catalog, please contact the Registrar for assessment of the exam for credit. Students will receive a "Pass" grade. Pass/Fail grades do not impact grade point averages.

College-Level Examination Programs (CLEP)

Northeast State currently awards credit for CLEP Exams and Minimum Scores. If an exam of interest is not listed in the academic catalog, please contact the Registrar for assessment of the exam for credit. Students will receive a "Pass" grade. Pass/Fail grades do not impact grade point averages.

Credit by Exam

Under certain conditions a student may be awarded credit by taking departmental proficiency examinations and/or standardized tests in a particular subject area. Applications for credit by examination should be completed at least two

weeks prior to the test administration. All credit by examination requests must be approved by the appropriate academic dean. Grades less than “C” are not considered passing, and no credit will be awarded. The non-refundable cost for the examination is a \$25 flat fee.

Local and Statewide Dual Credit

Northeast State currently awards credit for the college coursework completed prior to high school completion. Students may participate in Dual Credit offered by Northeast State Community College or any other regionally accredited institution. Students will receive the actual letter grade for the course as indicated on the transcript.

To receive credit for **local dual enrollment** coursework, students must provide official transcripts from the credit offering institution indicating the final course grade. *If dual enrollment coursework was through Northeast State Community College, no transcript will be required to receive credit.

To receive credit for **statewide dual enrollment** coursework, students must provide official transcripts from the high school indicating the course was offered through the statewide process and the final course and test grade.

Military Service/Experience

Northeast State will grant credit for appropriate educational experiences in the armed services. The American Council on Education Guide to the Evaluation of Educational Experiences in the Armed Services will be used to determine credit awarded by Northeast State. Contact the Veterans and Military Student Success office for information on evaluated military occupations and experience for credit.

Portfolio and Resume Review

Northeast State will grant credit for experience and learning, as documented by portfolios and resumes. This process is used to plan, organize, and document education, work samples, and skills. Students must prepare appropriate documentation to demonstrate experience and learning that meets at least 70% of the course learning outcomes and objectives. Students interested in portfolio review should complete the Northeast State Community College Application for Credit of Work or Life Experience, which may be found in Appendix A of this document. Portfolios will be reviewed by the faculty subject matter expert.

Professional Credentials and Certifications

Students may be awarded credit for activities recognized by national accreditation groups. Typically, the American Council of Education has evaluated these programs and made recommendations for the awarding of credit. Northeast State faculty have internally reviewed the following certifications. Students will receive a “Pass” grade. Pass/Fail grades do not impact grade point averages.

Prior Learning Assessment Contacts

Students interested in receiving credit for *Prior Learning* should contact the Registrar in the Office of Admissions & Records, on the Blountville campus, 204. Email inquiries may be sent to admissions@northeaststate.edu. Phone inquiries should be directed to 423-354-2405.

All official requests for credit through Prior Learning must be submitted through Northeast State Community College Application for Credit of Work or Life Experience which may be found in appendix A of this document. Portfolios will be reviewed by the faculty subject matter expert.

Students interested in receiving credit for *Military Service/Experience* should contact the Veteran and Military Student Success Office, on the Blountville campus. Email inquiries may be sent to veteransaffairs@NortheastState.edu. Phone inquiries should be directed to 423-354-5305.

Process for Requesting Credit

Students interested in receiving credit for PLA already reviewed and stated above, must submit appropriate certification or transcripts as indicated under the specific type of prior learning. Students interested in portfolio review or receiving credit for training and certification that has not yet been evaluated should complete the Northeast State Community College Application for Credit of Work or Life Experience which may be found in appendix A of this document. Portfolios will be reviewed by the faculty subject matter expert.

Transcription of Approved Credit

Once approved, credit will be posted on the students' official transcript under "Transfer Work" and the appropriate type of Prior Learning Assessment. Except for credit by exam, Prior Learning Assessment will be given a Pass or Fail grade which does not impact a students' grade point average. Once credit has been posted to the students' transcript, credit cannot be removed due to various regulations and policies.

Financial Aid Implications

While PLA credit may not impact grade point average, the hours awarded will be considered in overall attempted credit hours. Attempted hours may impact financial aid eligibility. If receiving state or federal financial aid funds, please speak to the financial aid office to verify PLA credit will not negatively impact the ability to receive financial aid.

Residency Requirements

Northeast State does not limit the amount of credits a student may earn through Prior Learning Assessment. Regardless of hours awarded through PLA credit, students must meet Northeast State Residency requirements to receive a degree or certificate. To satisfy residency requirements, students must earn 25% of the total credit hours required for a degree or certificate through standard instruction at Northeast State Community College. PLA Credit does not satisfy residency requirements.

Transferring Credit Earned through PLA

Credit awarded through Prior Learning Assessment will be posted to the Northeast State Community College transcript. Receiving Prior Learning Assessment credit upon transferring to another institution will be at the discretion of the institution receiving the transfer credit. Please contact admissions at the transfer institution for more information on their transfer policies regarding prior learning credit.

Northeast State Community College

Application for Credit for Work or Life Experience

Prior to making an Application for *Credit through Work or Life Experience (PLA)*, you must be enrolled at Northeast State Community College (NeSCC) and meet all admissions requirements for the program in which course credit for prior learning is being sought.

Student Name: _____ **Student ID#:** _____

Email: _____ **Major:** _____

Address: _____

Phone #: _____ **Semester:** _____

This is a request to petition for credit through life experience for the following course or other program requirements:

Subject: _____ **Course Number:** _____ **Credit Hours:** _____

Title: _____

This course is required for (AAS, AS, AA or certificate) **Degree in:** _____

Supporting Documentation:

Please check all boxes for supporting documentation to be provided.

<input type="checkbox"/> Resume*	<input type="checkbox"/> Essay of Experience	<input type="checkbox"/> Certifications
<input type="checkbox"/> Supervisor Letter of Support	<input type="checkbox"/> Completed Training	<input type="checkbox"/> Volunteer Documentation
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

*Resume must document at least 5 years of work experience in area credit is being requested

Special Notes & Considerations for Students:

1. Please note that credit awarded through Prior Learning Assessment (PLA) counts toward earned credit hours but does not satisfy residency requirements for graduation. Students must still ensure 25% of the total degree credits are earned through standard instruction.
2. Once awarded, PLA credit may not be removed from a student transcript.
3. Pass/Fail will be the only grading mode awarded for *Credit for Work or Life Experience* and does not impact GPA.

By signing below, I attest that I have read and understand the above considerations and agree to all previously stated conditions.

Name

Date

Application for Credit for Work or Life Experience

Reviewed By:

Date Reviewed:

Academic Dean Faculty Subject Matter Expert or designee) Please Indicate

Subject: _____ **Course Number:** _____ **Credit Hours:** _____

Title: _____

<input type="checkbox"/> Approved	<input type="checkbox"/> Denied
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Summary Reason for Denial:

All reviews must include the attached Learning Outcomes Rubric.

Credit Reviewer: _____ **Date** _____

Division Dean: _____ **Date** _____

VP of Academic Affairs: _____ **Date** _____

Registrar: _____ **Date** _____

Emailed Decision Date: _____

*** Registrar applies credit and informs student of decision via Northeast State student email account ***

Course Learning Outcomes	Met Through:

Total Number of Learning Outcomes: _____

Total Number of Outcomes Met through Work or Life Experience: _____

Percentage of Outcomes Met*: _____%

(Student must have a minimum of 70% of the learning outcomes to receive Pass credit for course)