

UNIVERSITY OF HAWAII

COMMUNITY COLLEGES POLICY

Replaces UHCCP #5.302 dated November 2013

UHCCP # 5.302 Prior Learning Assessment Program

December 2015

I. Purpose

This policy describes and outlines the terms and conditions under which the University of Hawai'i Community Colleges (UHCC) through its Prior Learning Assessment (PLA) Program award college credit towards certificates or degrees based on prior learning. Policy serves to ensure academic integrity is maintained through program consistency and transparency.

II. Related University Policies

- A. Board Board of Regents Policy: RP 5.214 - Student and Credit Transfer within the University.
- B. University of Hawai'i Systemwide Executive Policy: EP 5.209 University of Hawai'i System Student Transfer and Inter-Campus Articulation.
- C. University of Hawai'i Community College Policy: UHCCP 5.208 – Residency for Graduation.

III. Definitions

- A. Prior Learning – Describes the skills, competencies, knowledge and learning individuals acquire through life, work experiences, training programs and formal and informal education.
- B. Prior Learning Assessment (PLA) – Describes the assessment of college level learning that has been acquired outside a traditional academic environment for college credit. There are different forms of assessments but credit for prior learning must only be awarded to students who demonstrate knowledge, skills and performance at the college level.
- C. Equivalency Exams – College-level exams yielding college credit for specific subject areas developed by institutions, private organizations or government agencies (i.e., AP, CLEP, DSST, UExcel). In the University of Hawai'i (UH) System, Credit by Institutional Exam (CBIE) is another form of equivalency exams and are created by UH faculty for specific courses.

- D. Non-Collegiate Sponsored Education – Learning sponsored by institutions and organizations whose primary focus is not education such as private industry, labor unions, professional associations, voluntary associations, state and federal government agencies (military training, federal or state certified professionals).
- E. Portfolio Based Assessment (PBA) – College credit awarded by the assessment of a student's learning through an evaluation of a portfolio demonstrating a student's documented learning, certifications, licensures, work samples, awards, honors, job descriptions, job accomplishments, evidence of self-directed study or work. This type of assessment may also incorporate performance and skills evaluations and faculty interviews of students.

IV. Methods of Earning Credit for Prior Learning

A list of some of the more commonly accepted methods of earning credit for prior learning is provided below. It is anticipated that new methods of earning credit for prior learning and new forms of assessment may develop. Therefore, this list is not exhaustive and this policy is not limited to only the methods mentioned below.

A. Credit by Institutional Examination (CBIE)

Examinations created by UHCC faculty allow students to challenge a specific course for college credit.

B. National Equivalency Exams

1. [Advanced Placement Examination Program \(AP\)](#) – Series of exams developed by the College Board for high school students to earn college credit while in High School.
2. [College Level Examination Program \(CLEP\)](#) – Series of standardized subject exams developed by the College Board to assess college-level learning for college credit.
3. [Defense Activity for Non-Traditional Education Support \(DANTES\) Subject Standardized Tests](#) – DSSTs are standardized subject exams developed to assess college-level knowledge for college credit originally limited to members of the armed forces but now available to civilians.
4. [Excelsior College Examination \(UExcel\) Program](#) – Formerly named Regents College Exams or American College Testing (ACT) Proficiency Examination Program (PEP), UExcel exams are standardized subject exams offered by Excelsior College for college credit.

C. Non-Collegiate Sponsored Education

1. [American Council on Education \(ACE\) Guides](#) – Published credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (military, civilian employers, professional associations, and other workplace related training).
2. [ACE Military Credit Recommendations](#) – College credit recommendations for military training through the American Council on Education's Guide to the Evaluation of Educational Experiences in the Armed Services or through direct evaluation of a service member's Joint Service Transcript.
3. [Evaluation of Industry Certifications and Workplace Credit](#) – Evaluation of non-collegiate instructional programs or industry recognized certifications, professional licensures or apprenticeships that demonstrate the competencies required for completion of a course, degree or certificate program.

D. Portfolio Based Assessment (PBA)

College credit awarded by the assessment of a student's learning through an evaluation of a portfolio demonstrating a student's documented learning, certifications, licensures, work samples, awards, honors, job descriptions, job accomplishments, evidence of self-directed study or work. This type of assessment may also incorporate performance and skills evaluations and faculty interviews of students.

V. Responsibilities

Responsibility for creating, implementing and maintaining a PLA Program in compliance with this policy resides with all participating UH Colleges and Universities. The Chancellor shall be responsible for:

A. Periodic Review of Prior Learning Assessment Programs

Institutions are to review PLA Program related policies, procedures and data gathered periodically. All reviews must include evaluating the effectiveness of each institution's PLA related policies, procedures and credit awards/denial to ensure consistency with PLA standards (Attachment A).

B. Program Transparency

All effort must be made to ensure all aspects of the PLA Program are made available to students, faculty, staff, academic administration and the general public. It is recommended that printed and electronic materials be published

and made available in a clear and transparent manner. Recommended information for publications:

1. Description of PLA Program
2. Limitations of credits earned for Prior Learning
3. PLA Program Definitions
4. PLA Program Language in College Catalog
5. Student Advising
- 6 Student Expectations and Participation
7. Student Qualifications
8. Transferability of credit earned for Prior Learning
9. Tuition & Fees
10. Uses of Credits earned for Prior Learning
11. Web Page with PLA Program Information
12. Appeals Procedures

VI. **Standards**

Maintaining standards and consistency among the UH System is paramount to ensure student academic development and success. Consequently, understanding that although each UH campus operates collaboratively among the UH System, each campus also operates individually and processes between campuses differ. To ensure consistency in policy and allow for campus autonomy in developing campus-specific procedures to successfully develop, implement and maintain a PLA program, colleges must maintain the following standards:

A. Requirements for awarding credit for Prior Learning

1. Students must at least be admitted to the institution.
2. Students must consult with their academic counselor.
3. Students must declare an academic program of study.

B. Parameters of awarding credit for Prior Learning

1. Any credits awarded for Prior Learning must be in accordance with the standards and guidelines established by the Council for Adult & Experiential Learning (CAEL). CAEL standards are recognized and endorsed by Accrediting Commission for Community and Junior Colleges (ACCJC), Western Association of Schools and Colleges (WASC), and all other regional accrediting bodies.
2. Credit for Prior Learning shall not be used to meet the 12 credit minimum residency requirement for graduation according to [UHCCP 5.208 – Residency for Graduation](#).

3. Criteria for awarding credit should be demonstrated mastery of student learning outcomes at a “C” level or higher.
4. Academic programs must make public any limitations to the number of credits earned from prior learning which can be applied to certificates or degrees.
5. No other limitations are to be placed on student eligibility for credits for prior learning, such as minimum age or work experience. However, the college is responsible for ensuring potential students are those who are most likely to be able to successfully demonstrate their prior learning.

C. Use of credits earned for Prior Learning

1. Credits earned for Prior Learning apply towards primary and secondary majors, general education requirements and electives that are applicable to degree or certificate requirements being sought in the same manner as traditional courses. These credits will also satisfy prerequisites in the same manner as their traditional course equivalencies and shall not be treated differently in their application unless otherwise specified by the awarding college (Attachment B).
2. Credits earned for Prior Learning can be utilized to satisfy academic areas where letter grades are required only with written authorization and approval from the Department/Division Chair of the student’s declared academic program.

D. Transcription of credits earned for Prior Learning

1. Credits earned for Prior Learning by the use of the following assessment methods will be posted on student transcripts as institutional credit:
 - a. Credit by Institutional Exam (CBIE) – Credit for Prior Learning earned by completing and passing a Credit by Institutional Exam will receive a grade of “CE” – Credit by Institutional Exam.
 - b. Portfolio-Based Assessment (PBA) – Credit for Prior Learning earned by Portfolio-Based Assessment will receive a grade of “PBA” – Portfolio-Based Assessment.
2. Credits awarded for Prior Learning from Non-Collegiate Sponsored Education will be posted on student transcripts as transfer credit:

Examples of Non-Collegiate Sponsored Education – Military training, ACE Credit Recommendations, industry certifications or National Equivalency Exams (CLEP, AP, DSST, UExcel).

E. Transferability of credits earned from Prior Learning

The transferring of credits earned from Prior Learning to other UH Community Colleges, UH Hilo, UH Maui College and UH West O'ahu and any other non-UH school will be at the discretion of the receiving institution (Attachment B).

F. Fees

Fees may be assessed for such PLA forms as CBIE and PBA (Attachment C).

The 10 CAEL Standards for Assessing Learning

The nationally recognized body on Prior Learning Assessment and the only body recognized by the Western Association of Schools and Colleges (WASC), Accrediting Commission for Community and Junior Colleges (ACCJC) and all other regional accrediting bodies is the Council for Adult Experiential Learning (CAEL). CAEL has established ten standards for assessing learning which subsequently have become the foundation for most PLA programs.

The 10 CAEL Standards for Assessing Learning

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.

Memorandum of Understanding for Acceptance of PLA Credit

PRIOR LEARNING ASSESSMENT PROGRAM
MEMORANDUM OF UNDERSTANDING (MOU)

2014

Prior Learning Assessment (PLA) is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and/or fine arts).

Some opportunities to demonstrate prior learning include the following:

- Portfolio Based Assessment
- Credit by Exam
- Nationally standardized exams
- Military experience and training from other non-collegiate sponsored education such as instruction evaluated by the American Council on Education (ACE)

Related University Policies

- A. Section 304A-802 Hawaii Revised Statutes - College-credit equivalency program: http://www.capitol.hawaii.gov/lrscurrent/Vol05_Ch0261-0319/HRS0304A/HRS_0304A-0802.htm
- B. Board of Regents Policies, Section 5-14.b Student and Credit Transfer Within the University: www.hawaii.edu/offices/bor/policy/borpch5.pdf
- C. UH System-wide Executive Policy E5.209, University of Hawai'i System Student Transfer and Inter-Campus Articulation: www.hawaii.edu/apis/ep/e5/e5209.pdf
- D. UHCC Policy #5.302 Prior Learning Assessment Program: <http://uhcc.hawaii.edu/OVPCC/policies/index.php>

Action Requested: Agreement to accept Prior Learning Credits

The intent of this MOU is to ensure consistency in awarding credits, to maintain the credibility of college-level learning, and seamlessly transfer credits among participating UH campuses.

Students would be informed by both "sending" and "receiving" campuses that not all transfer credits will meet program core requirements. Typically, these college courses are transferred as elective credits.

The Chancellor shall be responsible to:

- A. Ensure that the components of the PLA Program are carefully monitored and documented, for example: establishing detailed procedures with timelines for applications by students and deadlines for review by faculty as well as annual review of the processes.

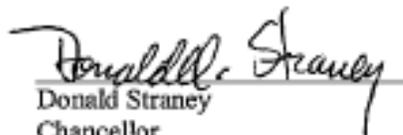
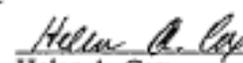
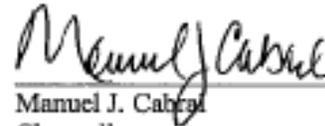
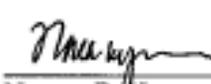
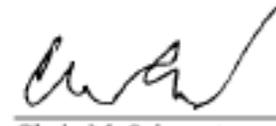
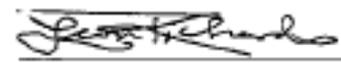
Memorandum of Understanding for Acceptance of PLA Credit

PRIOR LEARNING ASSESSMENT PROGRAM
MEMORANDUM OF UNDERSTANDING (MOU)

2014

- B. Assure that the institution, relying on the expertise of its faculty and institution's chief academic officer, determines the appropriateness of granting credit for prior learning.
- C. Create a mechanism to evaluate/assess effectiveness of the program.

This agreement is effective upon approval and ends on May 1, 2019

 Donald Straney Chancellor University of Hawai'i at Hilo	Date 7/22/14	 Helen A. Cox Chancellor Kaua'i Community College	Date 5/30/14
 Rockne Freitas Chancellor University of Hawai'i - West Oahu	Date 7/23/14	 Manuel J. Cabral Chancellor Leeward Community College	Date 6/27/14
 Noreen R. Yamane Chancellor Hawai'i Community College	Date 6/12/14	 Clyde M. Sakamoto Chancellor Maui College	Date 6/11/14
 Erika L. Lacro Chancellor Honolulu Community College	Date 6/4/14	 Douglas Dykstra Chancellor Windward Community College	Date 6/12/14
 Leon Richards Chancellor Kapi'olani Community College	Date 7/22/14		

Cost of Credit by Institutional Exam and Portfolio Based Assessment



UNIVERSITY of HAWAII SYSTEM

July 1, 2015

Office of the Vice President for Community College Academic Affairs
dts# 16897

RECEIVED
JUL -7 10:24
UNIVERSITY OF HAWAII
PRESIDENT'S OFFICE

MEMORANDUM

TO: David Lassner
President

VIA: John Morton
Vice President for Community Colleges

FROM: Peter Quigley
Associate Vice President for Academic Affairs

SUBJECT: REQUEST FOR MODIFICATION OF UHCC FEES FOR: CREDIT BY INSTITUTIONAL EXAMINATION FEE AND PORTFOLIO-BASED ASSESSMENT FEES.

SPECIFIC ACTION REQUESTED:

It is requested that the President approve fees for implementation of the Prior Learning Assessment Program:

- 1) Reduce UHCC student fees for Credit by Institutional Exam (CBIE) from 100% of course tuition to 50% of course tuition.
- 2) Establish fees for Portfolio based Assessment (PBA) because PBA is the newest form of PLA and as such does not have any established fees.

More details about the recommended student fees are included in Attachment A.

RECOMMENDED EFFECTIVE DATE:

Change requests will take effect upon approval.

ADDITIONAL COST:

- 1) **CBIE.** This request reduces the present UHCC practice of charging 100% of the course tuition when student request a CBIE. The recommended charge of fifty percent (50%) of course tuition is based on the fact that there is no teaching involved but at the same time ensures that students are committed to the process.
- 2) **PBA:** Student fees of sixty percent (60%) of course tuition will be used for **assessment of the evidence of student learning.**

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Cost of Credit by Institutional Exam and Portfolio Based Assessment

David Lassner

July 1, 2015

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PURPOSE:

The purpose of the PLA fees is to help in sustaining the PLA program on each campus and compensating the faculty for the Portfolio-based Assessment.

BACKGROUND:

PLA is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and/or fine arts). The following policies are related to changes in this memo.

- A. Regents Policy RP 6.203 Fees, Chapter 6, Tuition, Financial Assistance, and Fees¹
- B. UHCCP 5.302 Prior Learning Assessment Program²

The UHCC PLA Program redefines four types of course equivalencies in UHCCP 5.302.

Old terms:	New terms:
Various forms of Course Equivalencies	UHCC Policy 5.302 College Credit Equivalency Program, also known as PLA program
Credit by Examination	National Standardized Equivalency Exam
Professional licenses	Non-Collegiate Sponsored Education
Credit by Exam	Credit by Institutional Exam (CBIE)
No old term existed	Portfolio-based Assessment

Proper definitions of PLA terms will allow for consistent implementation within the system. The level of faculty assessment is the basis for student fees. More detailed definitions for these methods of assesment can be found in UHCCP 5.302 Prior Learning Assessment Program.

Legislation and Consultation:

For two years, all seven CCs, as well as UH Hilo and UH West O'ahu, have worked as a steering committee and are already collaborating to work out details. Mānoa has joined the committee in February 2015. More details about the collaboration efforts can also be found in UHCCP 5.302.

¹ <https://www.hawaii.edu/policy/?action=viewPolicy&policySection=rp&policyChapter=6&policyNumber=203>

² <http://uhcc.hawaii.edu/OVPCC/policies/index.php>

Cost of Credit by Institutional Exam and Portfolio Based Assessment

David Lassner
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ACTION RECOMMENDED:

It is requested that the President approve fees for implementation of the Prior Learning Assessment Program:

- 1) Reduce UHCC student fees for Credit by Institutional Exam (CBIE) from 100% of course tuition to 50% of course tuition.
- 2) Establish fees for Portfolio-based Assessment. Portfolio-based Assessment (PBA) is the newest form of PLA and as such does not have any established fees.

More details about the recommended student fees are included in Attachment A.

APPROVED / DISAPPROVED



David Lassner, President

6/6/15

Date

Attachment

Cost of Credit by Institutional Exam and Portfolio Based Assessment

David Lassner
July 1, 2015
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Attachment A

Proposed Student Fees for College-Credit Equivalency/PLA Program

Type of assessment	Current Fee	New Recommendation for UHCC System
UHCC Credit by Institutional Exam (CBIE)	Full Tuition for course	50% Tuition for course (for example, three credits = \$171)*
Portfolio-based Assessment for UHCC	No current fee	60% Tuition for course (for example, three credits = \$205)*

1. PLA Steering Committee recommends multiple options for assessment of prior learning:
 - a. Credit by Institutional Exam - no teaching provided; no tuition. Student is charged only an assessment fee equivalent to 50% of the tuition of the course.
 - b. Portfolio-based Assessment - maximum possible credits is twelve (12) in one academic area; maximum possible credits overall is thirty (30) based on WASC limitations. No teaching provided; no tuition. Student is charged only an assessment fee equivalent to 60% of the tuition of the course. Student may enroll in portfolio-preparation course, which carries a separate fee.
2. Resources available to a student for those assessments include:
 - a. Credit by Institutional Exam – List of Student Learning Outcomes for course and recommended textbook to be used as study guide.
 - b. Portfolio – coaching method or credit course (series of workshops presented by faculty/staff to assist the student with documenting the evidence of learning through a collection of student’s resume, letters from supervisors, professional certificates and narrative essay).
3. Student applies for PBA and pays the **assessment** fee at the time portfolio is ready for submission. This is a non-refundable fee regardless of how many credits are petitioned and/or how many are awarded.
4. Credits awarded from CBIE or PBA are to be recorded on student transcripts as institutional credit.

*Based on Spring 2015 per credit resident tuition of \$114.00/credit hour