

Academic Credit for Prior Learning

Background:

Credit for non-traditional learning encompasses many different methods of learning and has significant impacts for students and institutions. Classifying and awarding credit for areas that fall outside of traditional college courses has been a highly discussed topic throughout the Washington Community and Technical College system (CTC), on the state level and on a federal level.

Because coding practices varied greatly, the college presidents assigned the task of establishing standardized coding to the Instruction Commission. A workgroup of the Admissions and Registration Council drafted a framework that provided standardization while allowing for flexibility. The Data Governance Committee routed the proposal to the commissions and approved the final procedures in May 2014. The High School 21+ (HS21+) prior learning assessment coding was added to the document in October 2014.

In the fall of 2016, the Joint Transfer Council (JTC), WACTC Education Services, Instruction Commission and the Articulation and Transfer Council (ATC) approved the following modifications:

- 1) "Awarding Credit for Non-Traditional Learning" will now be referred to as "Academic Credit for Prior Learning." The current WSAC Prior Learning Assessment Work Group will be referred to going forward as the Academic Credit for Prior Learning Work Group.
- 2) Four categories that are established Academic Credit for Prior Learning are specifically denoted on a student's transcript: Credit by Testing, Prior Experiential Learning, Extra-Institutional Learning and Course Challenges.
- 3) Students enrolled in a course for which they receive credit through competency-based testing or other direct faculty arrangements will neither be considered Academic Credit for Prior Learning nor specifically denoted as such.
- 4) Recommend that "CBE" code for "Credit by Exam" under "Course Challenges" be changed to distinguish from and acronym for "competency-based education."

This document reflects the above modifications and outlines the coding procedures for a systematic approach that will create clarity and standardization while complying with accreditation, national practices, statutory reporting requirements, the Joint Transfer Council and our existing student management systems. These procedures are based upon information taken from the CTC Articulation and Transfer Council, the State Board for Community and Technical Colleges, existing legislation and the statewide Academic Credit for Prior Learning Workgroup to establish a set process for transcription.

The categories of prior learning assessment detailed below align with the reporting requirements of the Washington Student Achievement Council as of July 2017.

Modifications to this document will be under the direction of the Data Governance Committee.

Procedure Overview:

Credit awarded for non-traditional learning will be transcribed in the year quarter (YRQ/STRM) that it was assessed. Unique codes will be used to assist in tracking and reporting credits awarded for non-traditional learning.

There will be situations where credit may be awarded even though the awarding institution does not have a course which is a direct correlation. In these instances, courses will be transcribed under the general category for which they fulfill (ex. Social Science or Psychology).

The two main modifications to the procedure from the original guidance are:

- 1) The code for Course Challenge has been changed from CBE to CLG.
- 2) All academic credits awarded will be designated as having been award through prior learning on the transcript.

The CTC system will recognize the following four categories of Academic Credit for Prior Learning:

Academic Credit for Prior Learning <u>Denoted on the Transcript</u>	
<ul style="list-style-type: none"> • Not enrolled in course for which a student receives credit • Includes the following: 	
Credit by Testing [PeopleSoft: Test Credit]	Commonly accepted higher education equivalency exams that are documented via a transcript or other official record. <ul style="list-style-type: none"> • Includes AP, IB, CLEP, DANTES, Cambridge
Prior Experiential Learning [PeopleSoft: Other Credit]	Knowledge and skills acquired through experience alone, evaluated (subjectively) by faculty via evaluation of a compilation of work. <ul style="list-style-type: none"> • Includes life experience/portfolio • All prior learning assessment HS21+ credits are awarded through prior experiential learning portfolio review. • Will apply toward NWCCU's 25% limitation rule as determined in Standard 2.C.7.
Extra-Institutional Learning [PeopleSoft: Other Credit]	Knowledge and skills acquired outside the institution and objectively verified through third-party certifications, industry-recognized testing/training, and crosswalks. <ul style="list-style-type: none"> • Includes ACE Training programs/institutes, industry certification (e.g. NCLEX-RN) • Includes Occupational Crosswalks (Police, Fire, AmeriCorps, Military, etc.)
Course Challenges [PeopleSoft: Other Credit]	Challenge examinations are sufficiently comprehensive to determine that the student has the same knowledge and skills as those students who enroll in, and successfully complete, the course. Only counts if ends up on transcript. A student should have previous training, private study, work experience, or other bona fide qualifications indicating the student has knowledge or abilities equivalent to course completers.

Legacy Direct Transcription Procedure:

When awarding credit for prior learning in the legacy system, use the direct transcription procedure and designated Section code as described below.

Credit by Testing

- **A#P** – Advanced Placement (AP)
- **I#B** – International Baccalaureate (IB)
- **C#P** – College Level Examination Program (CLEP)
- **DST** – DANTEs Subject Standardized Tests (DSST)
- **CLE** – Cambridge “A” Level Exam

Prior Experiential Learning

- **PEL** - Portfolio Review (college level credits)
- **HSP** – HS21+ Portfolio Review (less than college level credits)

Extra-Institutional Learning

- **CRT** - Individual industry certifications
- **OCW** - Occupational Crosswalks
- **ACE** – American Council on Education (ACE)
- **JST** – Joint Services Transcript

Course Challenges

- **CLG** – Credit by Exam Note: that this is a change from the original coding specifications which cited “CBE” as the code to use for course challenges.

If an equivalent course exists:

1. Instruction approves the awarding of credit.
2. Course information is directly transcribed in screen SM6013.
 - a. Utilize unique section codes, as previously defined (i.e. “A#P”, “PEL”, “OCW”).
 - b. Utilize a valid item number associated to the course in which credits are being granted. (This is for PeopleSoft conversion purposes.)
 - c. If graded, the transcribed **PASSING** grade will reflect the grading policies of the college. Unsuccessful attempts/evaluations will not result in transcription.
 - d. YRQ awarded is YRQ posted. A specific YRQ is used, *not* a universal YRQ (Z999).
3. Notation is made in the transcript comments screen (SM6012) for all prior learning credits awarded.
 - a. Use a specific YRQ, *not* a universal YRQ (Z999).
 - b. Specific course and source are noted with consistent language (abbreviations will be used as needed)

Examples

1. “ENGL&101 awarded from Exp. Learning”
2. “ENGL&101 awarded for AP”
3. “ENGL&101 awarded for IB”
4. “ENGL&101 awarded for CLEP”
5. “ENGL&101 awarded for Course Challenge”
6. “ENGL&101 awarded from HS21+”
7. “ENGL&101 awarded for ACE”

For course challenges when the student is registered and tuition is charged:

- a. Create a new section of the class using section code “CLG”
- b. Enroll the student into this section.
- c. Grade the student per college grading policy.
- d. FTES will be generated for this enrollment.

If an equivalent course does not exist:

1. Noted as a comment on the transcript.
2. Instruction approves the awarding of credit.
3. Notation is made in the transcript comments (SM6012).
 - a. Specific YRQ is used, *not* Z999.
 - b. No grade is awarded because it is not an available field.
 - c. Category, credits and source are noted with consistent language for all prior learning credits awarded.
 - i. Examples
 1. “10 credits Soc Science awarded from AP”
 2. “10 credits Soc Science awarded from IB”
 3. “10 credits Soc Science awarded from CLEP”
 4. “10 credits Soc Science awarded from Cambridge”
 5. “10 credits Soc Science awarded from Exp Learning”
 6. “5 credits Soc Science awarded from HS21+”

PeopleSoft Campus Solutions Procedure:

When awarding credit for prior learning in PeopleSoft Campus Solutions, use the Test Credit or Other Credit pages found on the Records and Enrollment >> Transfer Credit Evaluation menu. Each category below includes the code that should be used when entering the credits.

To clearly identify the category of prior learning, include a Transcript Note including the course subject and number and the code or description shown below. For example "ENGL&101 awarded from AP".

- **Test Credit** (Used for Credit by Testing)

<u>Code</u>	<u>Description</u>
AP	Advanced Placement
IB	International Baccalaureate
CLEP	College Level Examination Program
DSST	DANTES Subject Standardized Tests
CLE	Cambridge "A" Level Exam
- **Other Credit** (Used for all other types of credits awarded through PLA)
 - **Prior Experiential Learning**

<u>Code</u>	<u>Description</u>
PLA-PR	Portfolio Review
PLA-HSPR	HS21+ Portfolio Review
 - **Extra-Institutional Learning**

<u>Code</u>	<u>Description</u>
PLA-CRT	Individual Industry Certification
PLA-OCW	Occupational Crosswalks
PLA-ACE	American Council on Education
PLA-JST	Joint Services Transcript
 - **Course Challenges**

<u>Code</u>	<u>Description</u>
PLA-CLG	Credit by Exam

To award credit through Test Credit please refer to the ctLink Quick Reference Guide found here:

[Test Credit QRG](#)

To award credit through Other Credit please refer to the ctLink Quick Reference Guide found here:

[Other Credit QRG](#)

To add a Transcript Note please refer to the ctLink Quick Reference Guide found here:

[Enter Transcript Text QRG](#)

Electronic Transcripts

For both Legacy and PeopleSoft, the transcript report is included with the electronic transcript. The electronic transcript will not include indication of ACPL; this information is contained within the notes section of the transcript report.