

3357:13-13-331 Prior Learning Assessment Procedures

(A) Standardized testing

- (1) Course credit assigned by an originating institution based on the results of a standardized testing program (e.g. APP, CLEP, DANTES) are eligible for evaluation and college transfer credit provided that the course credit to be considered is listed on the official transcript with a course number and credit hours assigned by the originating institution. College transfer credit may be awarded within these guidelines.
 - (a) If the results of an Advanced Placement Program (APP), College Level Examination (CLEP), DANTES, DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB) or other testing program have not been evaluated and/or no course credit has been awarded by the originating institution for these test results, then the student may submit official test scores to the North Central Records Office for evaluation and a credit award determination.
 - (b) The initial evaluation of course credit is assigned by the Student Records Office, but may require referral to the academic program area and the appropriate dean for a final decision.
- (2) If a student seeks credit from a standardized test, the following conditions apply.
 - (a) There is no limit on the number of credit hours a student may obtain via standardized exams, however; a student must meet the College's residency requirement to graduate.
 - (b) The student must complete a *Request for Prior Learning Assessment* from the appropriate academic dean's office prior to registration and administration of the examination.
 - (c) The student is responsible for exam registration, paying all fees for the standardized examination, and requesting exam scores be sent to North Central State College (NCSC) Office of the Registrar.
 - (d) Upon receipt of standardized scores, the registrar will award Credit (CR) for successful scores based upon the current schedule of passing scores for the test. Unsuccessful scores will be given a No Credit (NC) on the student's transcript. If questions arise about a test score, the registrar may refer to the academic program area and the appropriate dean for a final decision.
 - (e) The schedule of cut-off scores is adopted by North Central State College faculty and approved by the Chief Academic Officer. Every effort is made to align NCSC cut-off scores with peer institutions and in accordance with recommendations of the Ohio Department of Higher Education (ODHE), American Council on Education (ACE), the Council for Adult and Experiential Learning (CAEL), and the sponsors

of the standardized tests.

(B) Non-sponsored collegiate learning

(1) Military Credit, Military Transfer Assurance Guides (MTAGs)

- (a) The student must complete a *Request for Prior Learning Assessment* from the appropriate academic dean's office prior to review of military transcripts and granting credit.
- (b) If a student has previously had military credit awarded by another regionally accredited institution, upon receipt of the student's transcript, the registrar will award credit for credit previously earned for military training or certifications. If questions arise about the credit, the registrar may refer to the academic program area and the appropriate dean for a final decision.
- (c) At no time will the student incur expenses or fees associated with the evaluation or transcription of military credit.
- (d) Students seeking military credit will request evaluation of appropriate military records. The process is:
 - (i) The records will be evaluated by the American Council on Education (ACE) upon request of the student or North Central State College.
 - (ii) ACE will provide an Army/American Council on Education (ACE) Registry Transcript for college course equivalents.
 - (iii) The course equivalent recommendations will be reviewed by the appropriate academic dean (or designee) and, when appropriate, the ACE recommendations are accepted. At the discretion of the dean or designee, faculty may be consulted to review equivalencies and recommendations.
 - (iv) The appropriate academic dean or designee will provide approved course equivalents to the registrar who will enter the recommendations on the student's transcript.
- (e) There is no limit on the number of credit hours a student may obtain via military credit, however; a student must meet the College's residency requirement to graduate.

(2) Credit by Examination

- (a) The student must complete a *Request for Prior Learning Assessment* from the appropriate academic dean's office prior to registration and administration of the examination.

- (b) A proficiency exam is an examination designed to measure the student's level of knowledge and/or skill in the content covered by a given course.
- (c) If the student has completed Credit by Exam at another regionally-accredited institution and the results have not been evaluated and/or no course credit has been awarded by the originating institution, then the student may submit official test scores to the North Central State College Records Office for a credit award determination. The initial evaluation of course credit is assigned by the Student Records Office, but may require additional documentation and/or referral to the academic program area and/or the appropriate dean (or designee) for a final decision.
- (d) If a student seeks credit from Credit by Exam, the following conditions apply.
 - (i) There is no limit on the number of credit hours a student may obtain via Credit by Exam, however; a student must meet the College's residency requirement to graduate.
 - (ii) The student must complete a *Request for Prior Learning Assessment* from the appropriate academic dean's office prior to registration and administration of the examination.
 - (iii) The student is responsible for exam registration and paying all fees prior to administration of the exam. The fees are non-refundable.
 - (iv) Upon receipt of Credit by Exam scores, the registrar will award Credit (CR) for successful scores based upon the current schedule of passing scores for the test. Unsuccessful scores will be given a No Credit (NC) on the student's transcript. If questions arise about a test score, the registrar will refer to the academic program area and/or the appropriate dean (or designee) for a final decision.
- (e) The schedule of cut-off scores is adopted by North Central State College faculty and approved by the Chief Academic Officer. Every effort is made to align NCSC cut-off scores with peer institutions and in accordance with recommendations of the Ohio Department of Higher Education (ODHE), American Council on Education (ACE), and the Council for Adult and Experiential Learning (CAEL).

(3) Workforce and Industry Certifications and Credentials

- (a) The student must complete the *Self-Assessment Test for Experiential Learning Portfolio* prior to meeting the academic dean or designee to discuss portfolio credit.
- (b) The student must meet the appropriate academic dean or designee to discuss courses for which credit is desired.
- (c) The academic dean will consult with the student regarding intent to receive traditional or modularized credit. If the intent is to receive modularized credit, the academic

dean or designee will recommend the credit to the Chief Academic Officer who must approve before completing the portfolio.

- (d) The student must complete a *Request for Prior Learning Assessment* and pay appropriate fees to the business office. Fees are non-refundable.
 - (e) The student must present original or certified documentation of valid and current certifications and/or other credentials. Learning outcomes from the credential or certification may be required.
 - (f) If the credential or certification has undergone a previous review and matched to NCSC courses, the appropriate academic dean or designee will assign Credit (CR) or No Credit (NC) for the course and notify the registrar to enter credit on the student's transcript.
 - (g) If the credential or certification has never been reviewed for a course match, the appropriate academic dean or designee will appoint a faculty reviewer who will assess if the credential or certification learning outcomes adequately correlates to the established learning outcomes on the course syllabus.
 - (h) The faculty reviewer will report the results of the assessment to the academic dean or designee within five (5) days of completing the review.
 - (i) The student may earn Credit (CR) using one of the following methods.
 - (i) If a student has successfully mastered a minimum of 70% of the established learning outcomes stated on the course syllabus, the student will receive full credit for the course.
 - (ii) If the dean or designee and the student agree to modularized credit for the course, the credit is awarded based upon the successful mastery by percentage. For example, if the student is requesting credit in a 4 credit hour course that has 8 established learning outcomes and the student successfully mastered 2 of the 8 learning outcomes, the student has mastered 25% of the learning outcomes and would be awarded 25% of the full credit of the course which is 1 credit hour.
 - (j) The academic dean or designee will designate Credit (CR) or No Credit (NC) and report it to the student and the registrar.
 - (k) The registrar will enter the Credit (CR) or No Credit (NC) on the student's official transcript.
- (4) Other training, experience, or coursework approved by the Chief Academic Officer. The Chief Academic Officer will determine the appropriate process based upon similar processes for similar assessments of prior learning.

(C) Tech Prep credit

- (1) A student must submit a completed Tech Prep Course Credit form completed by the student, high school counselor, and Tech Prep teacher. The completed form will include the teacher's recommendation of course credit.
- (2) The appropriate academic dean or designee will evaluate and determine if the course credit is to be earned.
 - (a) If no course credit is recommended, the academic dean or designee will notify the student.
 - (b) If course credit is recommended, the academic dean or designee will notify the Student Records Office.
 - (c) Students may appeal the decision of the academic dean through the College's appeals policy by contacting the Chief Academic Officer within 15 days of notification. The decision of the Chief Academic Officer will be final.
- (3) Awarded Tech Prep course credit will be noted on the student's transcript by course number, credit hours, and the grade of Credit (CR).

(D) Experiential learning portfolio (ELP)

- (1) The student must complete the *Self-Assessment Test for Experiential Learning Portfolio* prior to meeting the academic dean or designee to determine applicability of portfolio credit.
- (2) The student must meet the appropriate academic dean or designee to discuss the viability of courses for which credit is desired.
- (3) The academic dean or designee will consult with the student regarding intent to receive traditional or modularized credit. If the intent is to receive modularized credit, the academic dean or designee will recommend the credit to the Chief Academic Officer who must approve before completing the portfolio.
- (4) The student must request and receive the official, current course syllabi and outlines for the appropriate academic division office.
- (5) The student must review the course syllabi to determine if his/her skills and knowledge from prior learning experience match the course competencies and/or stated learning objectives.
- (6) The student must complete a *Request for Prior Learning Assessment* and pay appropriate fees to the business office. Fees are non-refundable.

- (7) The student must enroll in the non-credit experiential learning portfolio development course.
- (8) Upon completion of the ELP, the student will submit the portfolio to the appropriate academic dean or designee.
- (9) The appropriate academic dean or designee will appoint a faculty reviewer who will assess if the experiential learning adequately correlates to the established learning outcomes on the official, current course syllabus.
- (10) The faculty reviewer will report the results of the assessment to the academic dean or designee within five (5) days of completing the review.
- (11) The student may earn Credit (CR) using one of the following methods.
 - (a) If a student has successfully mastered a minimum of 70% of the established learning outcomes stated on the course syllabus, the student will receive full credit for the course.
 - (b) If the dean or designee and the student agree to modularized credit for the course, the credit is awarded based upon the successful mastery by percentage. For example, if the student is requesting credit in a 4 credit hour course that has 8 established learning outcomes and the student successfully mastered 2 of the 8 learning outcomes, the student has mastered 25% of the learning outcomes and would be awarded 25% of the full credit of the course which is 1 credit hour.
- (12) The academic dean or designee will designate Credit (CR) or No Credit (NC) and report it to the student and the registrar.
- (13) The registrar will enter the Credit (CR) or No Credit (NC) on the student's official transcript.

Effective: April 1, 2016

Expires: April 1, 2021

Review Dates: 4/1/14, 4/1/16