

SECTION: 2.0 ACADEMIC

SUBJECT: CREDIT FOR PRIOR EXPERIENTIAL LEARNING

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**Background:** This policy provides a process whereby students will have the opportunity to earn college credit for learning outcomes of life and work experiences which can be shown to be equivalent to learning outcomes from formal college coursework.

**Point of Contact:** Provost

**Other LCSC offices directly involved with implementation of this policy, or significantly affected by the policy:** Division Chairs, Dean for Academic Programs, Dean for Professional-Technical Programs, Registrar, Controller

**Date of approval by LCSC authority:** October 14, 2013

**Date of State Board Approval:** N/A

**Date of Most Recent Review:** 6/20/80 and 10/2013

**Summary of Major Changes incorporated in this revision to the policy:** Process was updated and streamlined to specifically involve faculty members, division chairs and deans from respective disciplines. New required course number and title and course pre-requisite changed. Block credit awards eliminated.

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## **Policy:**

Students may earn college credit for specific learning that they have achieved through life and work experiences. Through completion of a Prior Experiential Learning (PEL) Portfolio, a student may demonstrate that his or her life and work experience is equivalent to the learning outcomes of certain courses. Faculty with expertise in the course subject area assess the PEL Portfolios and award credit, where merited, for college-level learning, characterized by a balance of theory and practice, derived from experience. Credit is only awarded for learning and not for experience.

### **1.0 ELIGIBILITY**

To be eligible to apply to begin the Credit by Assessment of Prior Experiential Learning process, a student must meet **each** of the following conditions:

- 1.1 Must have completed at least 3 college-level credits at LCSC.
- 1.2 Must have completed ENGL 102, Research Writing, or the equivalent, with a grade of C or better.

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- 1.3 Must have satisfactorily completed, or be enrolled in ID 321, PEL Portfolio Development.
- 1.4 Must have a cumulative GPA of 2.0 or higher.

**2.0 APPLICATION & FEES**

- 2.1 Complete a separate application for each course to be assessed.
- 2.2 Confirm eligibility with the appropriate Division Chair, typically the Chair responsible for the course(s) under consideration. The Chair will review the application(s), along with the current LCSC transcript, the Transfer Equivalency Report (if any) and the Degree Audit Report.
- 2.3 If approved, pay the required fee at the Controller's Office.
- 2.4 Submit reviewed paperwork and payment confirmation to Division Chair of the course(s) under consideration. Credit will be awarded only if there is a positive assessment of a completed portfolio.
- 2.5 Complete ID 321, PEL Portfolio Development prior to submitting the PEL portfolio. Completion of the course is separate from assessment and award of credits.

**3.0 PORTFOLIO SUBMISSION**

- 3.1 Submit two complete printed (not electronic) copies of your PEL Portfolio, with a copy of your approved Application and attached documentation, and Attestation of Original Work, in each, to the Chair of the Division in which your Application was approved.
- 3.2 Portfolios must be word-processed (except where key evidence is hand-written), and must follow the formatting guidelines on the Template for a Prior Experiential Learning Portfolio. Portfolios that do not follow the formatting guidelines will not be assessed.
- 3.3 Portfolios become the property of Lewis-Clark State College and will not be returned.
- 3.4 Completed Portfolios are due by 5:00 pm on the *earliest* of these dates:
  - 3.4.1 One year from the date the Application for Credit by Prior Experiential Learning is initially approved by the Division Chair (i.e., if your Application is approved on September 5, 2013, you will have until September 5, 2014 to submit your Portfolio).
  - 3.4.2 Friday of the 10<sup>th</sup> week of the second full semester (fall or spring only) following the date of Application (i.e., if your application is approved on November 15, 2013, you have until Friday, October 26, 2014, to submit your Portfolio).
  - 3.4.3 Friday of the 10<sup>th</sup> week of the semester prior to the semester in which you intend to graduate, regardless of the Application approval date (i.e., if your Application is approved on September 5, 2013, you will

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have until October 26, 2013 to submit your Portfolio if you intend to graduate the following spring).

**4.0 PORTFOLIO ASSESSMENT**

- 4.1 PEL Portfolios will be assessed by an individual, generally a faculty member, appointed by the Division Chair, with subject matter expertise appropriate to the course for which credit is sought.
- 4.2 Assessment will factor in documentation of experience, evidence of learning that integrates theory and practical application appropriate to the subject, quality of writing and research.
- 4.3 Assessments will result in an Award of Credit, a Request for minor revisions or additional documentation, or a Denial of Credit. Denials of credit will not be posted to transcripts.
- 4.4 Students will receive a copy of the Evaluation form, signed by the Assessor, within 4 weeks of submission.
- 4.5 Courses for which credit by PEL Portfolio is awarded will be transcribed with a grade of CR.
- 4.6 Courses for which credit by PEL Portfolio is denied will not be posted to your transcript.
- 4.7 Appeals of PEL Portfolio Assessment decisions must be made through the Grade Appeal procedure outlined in the Student Handbook and in the college catalog. Appeals must be made in conformance with the timelines outlined in that process.

**5.0 LIMITATIONS**

- 5.1 PEL credits, in combination with military and/or ACE credits, are limited to 25% of credits required for a Bachelor's degree (32) or an Associate's degree (16). Certain programs or divisions can further limit the number of credits awarded through PEL, military, and/or ACE.
- 5.2 Credits are awarded only for courses in the current college catalog, or that are part of the required curriculum of a degree plan from a catalog still in force (no more than 7 years old at the time of the student's graduation).
- 5.3 Divisions or programs may limit credit by PEL to specific courses.
- 5.4 PEL credits will not be awarded for courses that are the same, or similar to, courses the applicant has already enrolled in or audited, regardless of the grade the student received for the course.
- 5.5 If student's attempt PEL credits and are not awarded them, credit will only be available by enrolling in, and passing, the course.
- 5.6 PEL credits do not count towards LCSC residency credits or towards Financial Aid.
- 5.7 There is no guarantee that another higher-education institution will transfer credits earned through Prior Experiential Learning.