
SUBJECT: CREDIT THROUGH PRIOR EXPERIENTIAL LEARNING

Purpose:

Lewis Clark State College recognizes and values experiential learning. This fact extends beyond providing advanced placement opportunities, use of the College Level Examination Program, awarding credit for prerequisites conditional upon grades in more complex vertically dependent courses and allowing challenge examinations for specific courses. Students 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.

The opportunity to earn college credit for what has been learned through life and work experiences is provided through the Assessment of Prior Experiential Learning program. Through this process the student develops a formal, written document following guidelines set forth in the *Portfolio Completion Manual*. The completed document is assessed by individual faculty assessors, appropriate Division Chairperson(s), a committee appointed by the Faculty Senate President, and approved by the Associate Vice President of Academic Affairs at Lewis-Clark State College.

Policies:

- 1.0 The catalog and approved content thereof, under which the student enters Lewis-Clark State College and/or under which the student intends to graduate, specifies the degree programs which permit the use of experiential credit earned through the Assessment of Prior Experiential Learning program. Degree-seeking and post-baccalaureate students may enroll in the Portfolio Completion course and attempt to earn experiential credit.
- 2.0 Prior to enrollment in the Portfolio Completion course, a declaration of major, all transcripts of prior college work, certificate programs convertible to college credit, military credit evaluations and any other experience from which the student may receive college credit must be evaluated by the appropriate LCSC office. The Assessment of Prior Experiential Learning program Director will facilitate this process. This will reduce difficulties associated with “double counting” credit, enhance student advising, and provide the portfolio assessment process with a more meaningful context for decision making and credit evaluation. Credit awarded by transfer or through other means shall not be duplicated through the portfolio process.
- 3.0 Enrollment in the Portfolio Completion course requires successful completion of 12 credits of college level coursework with a 2.0 GPA from an accredited institution. The 12 credits must include ENGL 101--English Composition, or equivalent or writing faculty waiver. At least 3 of the 12 credits must be completed at LCSC.
- 4.0 Upon payment of the current registration and program fees for ID 285 the Portfolio

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Completion course, the student will purchase a manual and receive supplementary materials. ID 285, Portfolio Completion, will be a 1 credit course that will apply as an elective to the student's program degree plan. Instruction and advisement will be given from the APEL program director.

The initial registration and program fees ensure the student's enrollment in ID 285 for one semester. Students completing portfolios through Section II - Goals may receive an incomplete for ID 285. Those who do not must complete and submit the portfolio for assessment in the following semester. Students who receive "I" for ID 285 and do not complete the portfolio in the following semester will receive a failing grade. Students must then re-enroll in ID 285 and pay the current registration and program fees in order to complete the portfolio assessment process.

- 5.0 Students are required to provide a program degree plan identifying courses taken and those anticipated to be fulfilled using prior experiential learning. This will insure non-duplication of credits earned via traditional means and assist the student in planning progress to degree completion. Students must coordinate the program degree plan with their advisor.
- 6.0 Upon completion of the portfolio assessment process, the total costs of block credits received and specific course credits awarded through the portfolio process are due and payable upon billing. Students who demonstrate an inability to pay, at that time, must conclude a deferred payment agreement with the Controller's Office of Lewis-Clark State College. The payments to which the student is subject shall be those in force when the student enrolls in ID 285. No diploma or transcripts shall be issued to or for a student who has not paid all fees due under the Assessment of Prior Experiential Learning Program.
- 7.0 Students who plan to graduate in a given year and whose degree programs contain credits to be earned through the Assessment of Prior Experiential Learning Program must submit their portfolio documents (see *Manual*) for assessment at least ten (10) weeks prior to the date of graduation.
- 8.0 Prior experiential learning credits are limited to 25% of the credits required for a baccalaureate degree (32 credits) or an associate degree (16 credits). These credits may be a combination of course specific, block, military and/or ACE credit.
- 9.0 Students may apply for specific course credit for courses listed in the College catalog through the portfolio process. Students seeking specific course credit must contact the on-campus instructor of record to determine whether they can meet the course objectives before applying for specific course credit. The student is responsible for providing all materials, requested by the instructor of record for this determination process. The student must receive a positive recommendation from the instructor of record in order to proceed with the portfolio process. A positive recommendation does not guarantee award of credit.

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Students seeking only specific course credit must enroll in the Portfolio Completion course (ID 285).

- 10.0 Using the provisions of the catalog (or supplement) in effect upon the student's admission to the College, or that catalog under which the student declares an intent to graduate, the student may apply for occupational competency or block credit consistent with that allowed under the degree plan of the student's declared major. Block credit is limited to 12.5% of the credits needed for any degree.
- 11.0 It shall be the responsibility of the student to obtain catalogs, syllabi, or other supporting material specified by the Assessment of Prior Experiential Learning Program Director, to enhance the validity of the assessment process.
- 12.0 The portfolio document, when submitted for assessment, must be prefaced with a signed, legally notarized affidavit attesting to the accuracy of the contents of the document and the author's (student requesting credit) integrity.
- 13.0 All aspects of the portfolio preparation and assessment process shall occur under the direction of the Assessment of Prior Experiential Learning Program Director. Written notification of the results of the assessment process will be provided to the student within thirty days following the completion of the assessment process and payment of fees.
- 14.0 Upon submission of the portfolio for the assessment process, the student must provide two copies of the portfolio document to the Assessment of Prior Experiential Learning Program Director. The completed portfolio shall become part of the student's permanent Lewis-Clark State College record.
- 15.0 Students may submit subsequent requests to earn experiential credit after initial completion of the portfolio process. Registration, program and credit fees for such requests shall be those in force at the time of the subsequent request.
- 16.0 Lewis-Clark State College does not provide transcribing service for the general public through the Assessment of Prior Experiential Learning Program or any of its programs and operations.
- 17.0 LCSC has adopted guidelines enumerated in Policy 2.3 – Policy on Credit for Prior Experiential Learning in the 1996 revision of the Accreditation Standards promulgated by the Commission on Colleges of the Northwest Association of Schools and Colleges (NASC). (Attachment 1) 18.0 LCSC has adopted the Standards, Principles and Procedures for assessing learning from the Council for Adult and Experiential Learning (CAEL). (Attachment 2) .