

## Procedure for Faculty-Determined Prior Learning Assessment Methods

- A student interested in earning prior learning credit for a particular course or courses should consult his or her academic advisor and the faculty member responsible for the course(s) in question. If the faculty member, after consulting with his or her department chair, agrees to develop and administer a prior learning assessment method, he or she should complete the "Student Information" and "Prior Learning Assessment Course Substitution Information" portions of the *Credit for Prior Learning Assessment Request Form*. Note: no assurances regarding the number of credits to be awarded prior to the completion of the assessment process should be made to the student.
- The faculty member and student will then decide which assessment method (portfolio, credit exam or other type of assessment) will be used to evaluate the student's prior learning. Once a method has been selected, the faculty member should check the appropriate box in the "Method for Assessment of Prior Learning" section of the *Credit for Prior Learning Assessment Request Form*.
- The faculty member and student will then identify the criteria, components, materials, documents, and activities that must occur to complete the assessment. The faculty member will provide the student with documentation outlining objectives, timelines, materials needed, and other pertinent information to establish clear expectations for the process.
- The faculty member should then print the *Credit for Prior Learning Assessment Request Form* with the top three portions completed. The student must sign and date in the appropriate places.
- The faculty member and the student's advisor must then confer and agree to approve the plan for assessing the student's prior learning. If both approve, they must print their name, sign and date the form.
- The faculty member should then submit the form and any additional documentation to the Registrar. Upon reviewing the form for accuracy and completion, the Registrar will assess any applicable student fees and sign and date the form, and pend the form/documents until the evaluation is complete. Note: Students will be assessed a \$30 per credit prior learning assessment fee for each course substitute attempted through credit exams only. Students could also be charged for any materials required for a credit exam.
- Once the student completes the tasks required for the assessment (e.g., credit exam, portfolio submission), the faculty member will decide whether to approve the awarding of credit for the student's prior learning. He or she will then confer with the Department Chair or Dean and make a recommendation. If both agree, each will print their name, sign and date the form.
- The faculty member will then submit the completed form, the criteria for the assessment process, and supporting documents (e.g. credit test score, documents for proof of competency, portfolio, etc.) to the Registrar. The faculty member will also notify the student regarding the successful or unsuccessful completion of the tasks required by the assessment method.
- Finally, the Registrar will review the completed form and submitted materials. If all are in order and both the faculty member and Department Chair or Dean have agreed to approve the awarding of credit, the Registrar will post the award to the student's academic transcript and notify the student of the completed process. If not approved, the Registrar will notify the student in writing of this decision.

## Faculty Assessors Professional Development

The institution will provide training on PLA principles and best practices for faculty involved in assessment of prior learning via credit exam, portfolio assessment or other faculty-determined assessment methods.