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LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. René Cintrón 
Chief Academic Affairs Officer

FROM: Dr. Adrienne Fontenot
Director of Adult Learning and Educational Programs

DATE: January 19, 2018

SUBJECT: Review and Advisement: Revision to LCTCS Policy #1.023
"LCTCS Policy on Credit for Prior Learning"

FOR BOARD ACTION

Recommendation: Staff recommends that the Board receive for review and advisement the attached revisions to LCTCS Policy #1.023 "LCTCS Policy on Credit for Prior Learning"

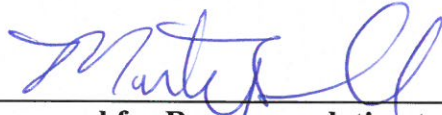
Background: At the request of the Chief Academic Officers, Policy #1.023 has been updated to reflect the fact that many students come to our colleges with a wealth of knowledge they obtained through their careers, past learning, military service, and life experiences. When relevant, this knowledge can and should be applied to progress towards an academic program completion.

Whereas students often attend more than one of our institutions, and currently, prior learning credit may not exist or may vary greatly among the colleges, the development of a system-wide Credit for Prior Learning Policy and Articulation Matrix is essential to meeting the needs of industry and our students. The policy will facilitate a streamlined process for students entering any of our institutions. The Matrix will be updated and maintained on an annual basis in line with academic catalogs. Each college will develop procedures pertaining to the awarding of academic credit to enrolled students in accordance with the policy.

Fiscal Impact: N/A

History of Prior Actions: The original policy was approved December of 2001. The current policy is from February of 2015.

Benefits to the System: If approved, revisions to Policy #1.023 will benefit all qualified individuals. Students' educational progress will not be delayed or limited for lack of participation in traditional academic programs. This is an opportunity to realize significant savings in the cost of education for both students and the state by accelerating the educational process of our students.



Approved for Recommendation to the Board
Dr. Monty Sullivan

Date

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.023

Title: CREDIT FOR PRIOR LEARNING

<u>Authority:</u> Board Action	Original Adoption: December 12, 2001
	Effective Date: February 11, 2015
	Last Revision: February 11, 2015

The Board of Supervisors of the Louisiana Technical and Community College System (LCTCS) hereby establishes a system-wide credit for prior learning course equivalency policy. The LCTCS Credit for Prior Learning policy is established in accordance with the criteria of each accrediting agency.

Credit for prior learning evaluation is the process of earning credit for college-level learning acquired through a variety of sources. Through credit for prior learning evaluation, Louisiana's Community and Technical Colleges offer students the opportunity to earn college credit for knowledge and skills attained through educational, work, and/or military experiences.

Purpose

The purpose of this policy is to establish means for awarding college credits to students who are enrolled in a degree or certificate program within the LCTCS through the use of evidence of experience already acquired that meets the course objectives. Students will receive credit for demonstrated mastery of learning objectives that are equivalent to the learning objectives of courses offered for credit.

Eligibility

All students enrolled in a degree or certificate program within the LCTCS who meet the requirements established in this policy shall be eligible and awarded college-credit equivalents. Students must be enrolled at the institution from which they are requesting credit for prior learning evaluation.

Procedure

Each LCTCS college shall prepare and make public the following:

- (1) The list of courses for which college credits may be earned;
- (2) The number of credits that may be earned for each course; and
- (3) The minimum standards necessary to earn college credits via all available non-traditional means.

Such non-traditional means may include – but are not limited to –

- CLEP, AP, DSST, credit for past learning and/or life experiences
- Military training documented in the Joint Services Transcript or other official military records
- Industry-based certifications
- Portfolio assessment of college level learning acquired through work experiences
- Non –academic instruction evaluated by the American Council on Education (ACE)
- State or National certification or licensure
- Others as approved by the institution’s chief academic officer.

Accordingly, Colleges are directed to articulate qualifying credit for prior learning, subject to the following conditions, which shall be effective at all colleges:

1. The system-wide Credit for Prior Learning Matrix is to be updated and maintained on an annual basis in line with the academic catalog.
2. No fee shall be charged for reviewing credit for prior learning that is included on the matrix and entering them on a student's transcript. Students may be assessed a fee for the administration of examinations, the review of portfolios, and courses not in the Matrix.
3. Institutions must use the course number listed, unless it would be advantageous for the student to award a specific course number with equal credit that satisfies program prerequisites or other requirements.
4. Institutions must award the same number of credits that are ordinarily awarded for the course or the minimum listed, whichever is greater.
5. Institutions should carefully consider what is required for student’s degree plans before awarding additional credit.
6. Prior credit may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of “C” or higher has been earned.
7. If no specific course number is listed, but a number of credits is given, institutions must award credit. They may use any appropriate course number in the subject area, or no number.
8. If no minimum credit is recommended for a particular exam or experience, award of credit is at the discretion of the institution. Institutions may not use course numbers that will automatically transfer.

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM
Policy # 1.023

Title: ~~LCTCS POLICY ON CREDIT FOR PRIOR LEARNING~~

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<u>Authority:</u> Board Action	Original Adoption: December 12, 2001
	Effective Date: February 11, 2015
	Last Revision: February 11, 2015

The Board of Supervisors of the Louisiana Technical and Community College System (LCTCS) hereby establishes a system-wide credit for prior learning course equivalency policy. The LCTCS Credit for Prior Learning policy is established in accordance with the criteria of each accrediting agency.

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Credit for prior learning evaluation is the process of earning credit for college-level learning acquired through a variety of resources. Through credit for prior learning evaluation, Louisiana's Community and Technical Colleges offer students the opportunity to earn college credit for knowledge and skills attained through educational or work experiences.

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Purpose

The purpose of this policy is to establish means for awarding college credits to students who are enrolled in a degree or certificate program within the LCTCS through the use of evidence of experience already acquired that meets the course objectives. Students will receive credit for demonstrated mastery of learning objectives that are equivalent to the learning objectives of courses offered for credit.

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 ¶ The purpose of this program is to award college credits to students who are enrolled in a degree or certificate program within the LCTCS and who have successfully completed a prior learning exam with passing scores or satisfactory evaluation of life and work experience. Students will receive credit for courses that are equivalent to courses offered for credit in the system. ¶
 Eligibility¶
 ¶ All students enrolled in a degree or certificate program within the LCTCS and who meet the requirements established in this policy shall be eligible and awarded college-credit equivalents.
 Deleted: and who have completed a prior learning exam with passing scores or satisfactory evaluation of life and work experience.

Eligibility

All students enrolled in a degree or certificate program within the LCTCS who meet the requirements established in this policy shall be eligible and awarded college-credit equivalents.

Students must be enrolled at the institution from which they are requesting credit for prior learning evaluation.

Procedure

Each LCTCS college shall prepare and make public the following:

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 Deleted: Each LCTCS institution shall develop policies and procedures pertaining to the awarding of credit to enrolled students by non-traditional means.
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- (1) The list of courses for which college credits may be earned;
- (2) The number of credits that may be earned for each course; and

(3) The minimum standards necessary to earn college credits via all available non-traditional means.

Such non-traditional means may include – but are not limited to –

- CLEP, AP, DSST, credit for past learning and/or life experiences
- Military training documented in the Joint Services Transcript or other official military records
- Industry-based certifications
- Portfolio assessment of college level learning acquired through work experiences
- Non-academic instruction evaluated by the American Council on Education (ACE)
- State or National certification or licensure
- Others as approved by the institution's chief academic officer.

Such credit may include – but is not limited to – CLEP, AP, DSST and other institutional examination programs; the institution's faculty developed challenge exams; credit for past learning and/or life experiences; ASVAB/military testing (i.e. promotion, Advanced Individual Training) and industry-based certifications; portfolio assessment of college level learning acquired through work experiences; non-academic instruction evaluated by the American Council on Education (ACE); State or National Certification (Certification for Manufacturing -C4M) and others as approved by the institution's chief academic officer. Students may be assessed a fee for the administration of examinations and for the evaluation of credentials when credit is being requested. Each The LCTCS institution must establish its Credit for Prior Learning policies policy is established in accordance with the criteria of its each accrediting agency. Relative to the awarding of Credit for Prior Learning, the appropriate faculty/staff of each institution shall determine the level of student performance necessary to demonstrate satisfactory mastery of course content.

Accordingly, the colleges are directed to articulate qualifying credit for prior learning, subject to the following conditions, which shall be effective at all colleges:

1. The system-wide Credit for Prior Learning Matrix is to be updated and maintained on an annual basis in line with the academic catalog.
2. No fee shall be charged for reviewing credit for prior learning that is included on the matrix and entering them on a student's transcript. Students may be assessed a fee for the administration of examinations and the review of portfolios.
3. Institutions must use the course number listed, unless it would be advantageous for the student to award a specific course number with equal credit that satisfies program prerequisites or other requirements.

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Colleges shall establish an application deadline each semester by which students can be guaranteed a complete evaluation for prior learning credit. ¶
¶

Moved down [1]: Such credit may include – but is not limited to –¶
CLEP, AP, DSST, credit for past learning and/or life experiences¶
Military testing¶
Industry-based certifications¶
Portfolio assessment of college level learning acquired through work experiences¶
Non-academic instruction evaluated by the American Council on Education (ACE)¶
State or National Certification (Certification for Manufacturing -C4M)¶
Others as approved by the institution's chief academic officer.¶

Moved (insertion) [1]

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4. Institutions must award the same number of credits that are ordinarily awarded for the course or the minimum listed, whichever is greater.

5. Institutions should carefully consider what is required for students' degree plans before awarding additional credit.

6. Prior credit may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of "C" or higher has been earned.

7. If no specific course number is listed, but a number of credits is given, institutions must award credit. They may use any appropriate course number in the subject area, or no number.

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