Administrative Procedure 414.03
Prior Learning Assessment

Applicable Policy
Board Policy 414: College Credit by Non-Traditional Sources

For prior learning experience to render credit, knowledge or competency (1) must be current; (2) must be applicable outside context in which it was learned; (3) must be of college-level attainment; and (4) must be measurable.

Only students officially enrolled at Phillips Community College may be awarded credit by advanced placement or prior learning assessment. Students receiving credit by either method are expected to enroll for a minimum of two semesters. The maximum number of credit hours a student can receive in this program is 15 semester credit hours toward a certificate and 30 semester credit hours toward a degree. Credit awarded by either method will not receive a letter grade, but will be listed on the student's transcript as Advanced Placement and Prior Learning Assessment.

One or more of the following methods will be used to measure and evaluate prior learning experiences:

- NLN exam
- Observation of demonstrated competencies
- Product evaluation - portfolio
- Oral interview
- Written exams - standardized or departmental
- Performance tests - standardized or departmental

The appropriate dean, faculty for the selected course, and the student will determine the evaluation method(s) to be used.

Procedure for Implementing Prior Learning Assessment

1. The student will make an appointment for the initial interview with the dean for the division or department in which the student wishes to gain credit.
2. Student will pay a process initiation fee (except ADN applicants).
3. The dean will consult appropriate instructor(s) to determine the courses for which the student may attempt to gain credit.
4. The dean will set up the second interview with the student and instructor to decide which method(s) will be used to evaluate knowledge or competency.
5. The dean, the instructor, and the student will set a time and place for the evaluation.
6. The instructor will report the results of the evaluation to the dean.
7. The dean will report the result of the evaluation to Vice Chancellor for Instruction.
8. The Vice Chancellor for Instruction will advise the student of the evaluation results and inform the student as to the amount of the final fee.
9. The Vice Chancellor for Instruction will instruct the Admissions Office to enter the credit on the student's transcript (if the evaluation is satisfactory) when the final fee is paid.

Approved Courses for Prior Learning Assessment

Recommended Method of Assessment

Portfolio	Competency Test	CLEP	NLN Exam
BAN 103	AM 114	BAN 213	NG 107

Portfolio	Competency Test	CLEP	NLN Exam
BAN 113	AM 123	BAN 223	
BMGT 243	AM 124	BAN 233	
JM 213	AM 134	BMGT 233	
MSC 141	BAN 263	BY 114	
MSC 191	CR 103	BY 124	
SP 103	CR 114	CY 114	
SP 113	FE 114	CY 124	
SP 123	FE 123	EH 113	
SP 133	FH 113	EH 123	
SP 273	FH 123	ES 213	
OT 223	MMT 114	CY 114	
	MMT 124	ES 223	
	MMT 204	HY 113	
ECD 1001	SH 113	HY 123	
ECD 1003	SH 123	HY 223	
ECD 1101	WG 113	MS 113	
ECD 1103	WG 114	MS 123	
EDD 1203	WG 124	MS 215	
	WP 113	PLS 213	
	WP 123	PSY 213	
	OT 133	SY 213	
	OT 273	CT 113	

The College Level Examination Program (CLEP) is a Standardized National Examination by which students may earn college credit. The minimum scores acceptable for the awarding of credit, however, are determined by the individual college. Students who are enrolling at PCCUA may earn up to 30 hours of credit through either the general or subject examinations with the following provisions:

1. No grade will be given for CLEP credit. CLEP credit will be entered on the transcript as “Credit by CLEP examination” and the CLEP score earned will be noted.
2. CLEP credit will not be posted on the transcript until a student has earned 9 hours in regular course work at PCCUA. At that point the student should petition to the Office of Admissions and Records to have the CLEP credit placed on the student’s transcript.
3. A student may not take the CLEP examination and receive CLEP credit after taking and completing with either a passing or failing grade in a comparable course at PCCUA.
4. CLEP credit earned at other colleges will be accepted at PCCUA provided that the score requirements listed below are met, and an official CLEP score report is submitted.
5. A fee is charged for each CLEP examination taken.

Student interested in taking CLEP examinations should contact the Vice Chancellor for Student Services and Campus Life and Registrar in order to register for a CLEP examination. The CLEP examination which may be taken, the minimum scores required for CLEP credit, and the PCCUA course equivalents are listed.

Approved General Examinations

General Examination	PCCUA Course	Minimum Score for Credit	Maximum Credit Allowed
Mathematics Skills and Content	MS 123 (Math 1103) When both subscores equal or exceed	52	3

General Examination	PCCUA Course	Minimum Score for Credit	Maximum Credit Allowed
English	EH 113 (ENGL 1013)	50	3
Composition	EH 113 and 123 (ENGL 1013/1023	50	6
90 minute multiple choice college composition modular test for EH 113 (ENGL 1013) credit. 90 minute modular test and writing assessment with a minimum score of 50 for EH 113 and EH 123 credit (ENGL 1013/1023)			
Approved Subject Examinations			
American Government	PLS 213 (PLSC 2003)	65	3
American History I	HY 213 (HIST 2113)	54	3
American History II	HY 223 (HIST 2123)	56	3
Calculus with Elementary Functions	MS 215 (MATH 2405)	65	5
College Algebra	MS 123 (MATH 1103)	53	3
General Biology	BY 114 (BIOL 1014)	50	4
	BY 114/124 (BIOL 1014/1024)	60	8
General Chemistry	CY 114/124 (CHEM 1414/1424	65	8
General Psychology	PSY 213 (PSYC 1103)	58	3
Introductory Business Law	BAN 233 (BLAW 2003)	60	3
Introduction to Management	BMGT 233 (BUSI 2103)	56	3
Introductory Macroeconomics	ES 213 (ECON 2103)	54	3
Introductory Microeconomics	ES 223 (ECON 2203)	55	3
Introductory Sociology	SY 213 (SOCI 1013)	59	3
Western Civilization I	HY 113 (HIST 1213)	57	3
Western Civilization II	HY 123 (HIST 1223)	57	3
Information Systems and Computer Applications	CT 113 (CPSI 1003)	60	4
PCCUA also offers prior learning experience credit. See the Vice Chancellor for Student Services and Campus Life and Registrar to discuss this option.			

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