KAUA’I COMMUNITY COLLEGE
Prior Learning Assessment

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I. Overview
   A. Purpose
      The purpose of this policy is to promulgate procedures for implementing the Prior Learning Assessment Program (PLA). This program is designed to award college credits to students who are enrolled in a degree or certificate program at Kaua‘i Community College (Kaua‘i CC) who have successfully mastered, at a high school, trade / business school, adult education school, military training program or through other non-traditional educational methods, knowledge and learning equivalent to courses offered for credit in the University of Hawai‘i (UH) System. The PLA policy also describes the terms and conditions under which Kaua‘i CC grants credit to students who have mastered course content comparable to that taught in the college classroom through work or life experience.

   B. Intent
      The intent of this policy is to:
      1. Describe and outline the terms and conditions under which Kaua‘i CC awards credit towards a certificate or degree based on Prior Learning Assessment (PLA).
      2. Ensure that academic integrity is maintained through program consistency, reliability and transparency in accordance with the guidelines established by the University of Hawai‘i Community College (UHCC) System and Accrediting Commission for Community and Junior Colleges (ACCJC).
      3. Ensure consistency in awarding credits based on college-level learning.
      4. Ensure the seamless transferring of credits among participating University of Hawai‘i (UH) campuses.

   C. Related Policies
      1. Hawai‘i Revised Statues Section 304A-802 - College Credit Equivalency Program
      2. University of Hawai‘i Executive Policy E5.209.- University of Hawai‘i System Student Transfer and Inter-Campus Articulation
      3. Board of Regents Policy Section 5-14.b – Student and Credit Transfer within the University
      4. University of Hawai‘i Community College Policy (UHCCP) 5.302 - Prior Learning Assessment Program Policy
      5. University of Hawai‘i Community College Policy (UHCCP) 5.208 – Residency for Graduation
      6. Kaua‘i CC Mission Statement

   D. Definitions
      1. Prior Learning Assessment
PLA is a process through which students can earn college credit by identifying and documenting college-level learning gained outside a traditional academic environment. This may include learning gained through military and/or work experience, professional training or certifications, independent study, volunteer activities, hobbies, and so on. PLA provides a structured process for assessing and validating a person’s prior learning and competencies. PLA is also known as a credit equivalency program.

a. Credit for PLA is only awarded when students demonstrate knowledge, skills, and performance equal to college-level learning.

b. Not all Kaua’i CC courses are approved for PLA credit.

2. Prior Learning Assessment Options
There are four currently accepted options for granting credits through the PLA process at Kaua’i CC:

a. Credit by Institutional Examination (CBIE)
   This option allows students who believe that they have a thorough grasp of the content of a Kaua’i CC course, which they gained through their background or prior learning experiences, to request a faculty-prepared CBIE to gain credit for that course. CBIE exams may include live demonstrations as well as samples of completed work.

b. National Standardized Equivalency Examinations (NSEE)
   Students may take approved standardized national tests that allow them to demonstrate proficiency in specific subject areas in order to gain credit for equivalent Kaua’i CC courses.

   (1) All forms of equivalency examinations listed below must be approved by the appropriate faculty, the Division Chair, and the Vice Chancellor of Academic Affairs (VCAA) to ensure that the exam subject area equates to an identified Kaua’i CC course, that the exam adequately tests for mastery of the course SLOs, and that credit gained will be accepted at Kaua’i CC.

   (2) A database of equivalency exams pre-approved to satisfy the requirements of specific Kaua’i CC courses will be maintained by the Office of the VCAA. If an examination appears on the pre-approved list, the requirement for faculty approval is waived.

   (3) Types of equivalency examinations that might be considered for acceptance at Kaua’i CC on an exam-by-exam basis, subject to b.(1) above, include:
(a) College Level Examination Program (CLEP)
A series of 33 standardized subject exams in five different subject areas, developed by The College Board to assess college-level learning for credit. See http://clep.collegeboard.org/exams/offered for a list of available CLEP tests.

(b) Excelsior College Examination (ECE) Program
Also known as the Regents College Exams or American College Testing (ACT) Proficiency Examination Program (PEP) -- ECE examinations include 55 tests in seven subject areas, including nursing. The ECE exams are offered by Excelsior College, which is a regionally accredited institution of higher learning. Students who pass an Excelsior College exam receive credit for the corresponding course, notated on an official transcript from Excelsior College. Students may then apply to transfer that credit to Kaua‘i CC. See http://www.excelsior.edu/exams/choose-your-exam for a list of available ECE exams.

(c) Advanced Placement Examination Program (AP)
A series of 34 exams in 19 subject areas, developed by The College Board and administered to high school students to earn college credit. See https://apstudent.collegeboard.org/apcourse for a list of AP subject areas tests.

(d) Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Tests, also known as DSST Exams, assess college-level knowledge in 150 subject areas and are recommended for credit by the American Council on Education (ACE). Originally developed by the United States Department of Defense for current or former members of the armed forces, DSST exams are now available to civilians. See http://getcollegecredit.com/assets/pdf/DSST_Exam_List.pdf for a list of DSST exams.

(e) International Baccalaureate (IB)
The IB Program is an internationally accepted qualification for entry into institutes of higher education, much like the AP program. Students who receive minimum scores of five or higher on IB exams may receive credit for the equivalent course.

c. Non-Collegiate-Sponsored Education Credit (NCSE)
Non-Collegiate-Sponsored Education refers to learning from courses offered in non-collegiate settings, but with course content equivalent to offerings at
the college level. This learning may be gained through labor union courses, professional workshops, military courses, licensing programs, agency training, and so on.

(1) If the non-collegiate sponsored education credit requested has not been previously evaluated and approved for credit at Kaua’i CC, the NCSE must be approved by the appropriate faculty, the Division Chair, and the VCAA.

(2) NCSE credit may be granted for a particular course of training on a one-time only, case-by-case basis, or it may instead be added to the list of approved NCSE offerings, which is maintained by the Office of the VCAA.

(3) NCSE will be added to the list only with approval by the appropriate subject-area faculty, the Division Chair, and the VCAA. Examples of Non-Collegiate Sponsored Education include:

(a) Courses listed in American Council on Education (ACE) Guides, with published credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (military, civilian employers, professional associations, and other workplace related learning).

(b) Memorandum of Agreement - College credits earned from industry certifications, non-collegiate sponsored education, and state, national or federal agencies where an agreement between the college and the organization is developed to create a direct path from training/learning accomplished to college credit.

• Example: Honolulu Community College currently has a Memorandum of Agreement to automatically grant three credits to students who have successfully completed an IT Project Management Course offered by the Project Management Institute, in lieu of taking the school’s CENT 310, Network Security course.

Where a Memorandum of Agreement for NCSE credit exists between another UH campus and a particular course of NCSE, that training must be reviewed and approved by Kaua’i CC faculty, the Division Chair, and the VCAA as described in c.(1) – c.(3) above.

(c) Industry Certifications and Workplace Credit – This refers to a case-by-case evaluation of non-collegiate industry training programs or industry-recognized certifications, professional licenses, apprenticeships or other workplace training that demonstrates competence in an equivalent college-level academic
subject area, and for which a memorandum of agreement does not already exist.

- Example, if a student has completed a comprehensive series of leadership-training seminars offered at his or her workplace, that student could apply to have the leadership training evaluated for equivalency to a Kaua’i CC management course. The industry training would need to satisfy each of the SLOs for the equivalent Kaua’i CC course.

(d) Prior Military Training Credit – Refers to training obtained while in military service that may be converted to college credits.

i. College credit for military training may be awarded through the American Council on Education (ACE) College Credit Recommendation Service or through direct evaluation of the service member’s Joint Service Transcript (Army ACE Registry Transcript System (AARTS), Sailor Marine ACE Registry Transcript (SMART)).

ii. While receiving credit for prior military training is a form of PLA, the actual process of awarding credit is processed through the Office of the Registrar in the same manner as a transcript evaluation request to apply credits earned at another institution of higher learning.

d. Portfolio-Based Assessment - Refers to college credit awarded to a student for documenting learning gained outside the college classroom. The portfolio contains sufficient supporting information and documentation to identify college-level learning outcomes. Documents may include training records, licenses, certificates, letters of verification, work samples, job accomplishments, awards, honors, evidence of self-directed study or work. Assessment may also include performance and skill evaluations. Portfolios may be prepared for individual courses or for a wide spectrum of learning.

A PLA portfolio differs from a creative portfolio in that a creative portfolio contains only samples of student work, without supporting documentation. Creative portfolios may be used to fulfill course objectives or even as part of a
CBIE evaluation, but they do not suffice on their own as evidence that prior learning equates to college-level coursework or fulfills the student learning objectives for a course.

There are two types of PLA portfolios:
1. Single Subject-Area Portfolios
   a. Document learning in either a single course or a cluster of courses within the same discipline, such as a series of courses in math.
   b. Single subject-area portfolios can be submitted in application of up to nine credits.
2. Full Multiple-Subject Area Portfolios
   a. Seek credit for courses across diverse academic disciplines. *Example: A full portfolio may be submitted to gain credit in both math and photography, or in early childhood education and history.*
   b. The number of credits applied for / awarded will vary.
   c. Such portfolios will normally require a multi-discipline review committee.

e. Articulation / Articulation Agreement
   1. Articulation means the content of academic courses that are transferred between institutions is comparable.
   2. Articulation Agreement means there is a signed agreement between institutions to accept courses or credits from each other.
   3. PLA articulation may apply only to a single course or training program from a learning institution.

II. General Conditions
A. Guidelines
1. In accordance with UHCCP 5.302, Kaua‘i CC students are eligible to earn credit through multiple forms of Prior Learning Assessment.
2. Criteria for awarding credit for all forms of PLA are demonstrated mastery of student learning outcomes at a “C” level or higher.
3. Courses for which PLA credit is awarded will be accepted to fulfill applicable degree or certificate requirements. PLA credits apply towards primary and secondary majors, general education requirements and electives that are applicable to degree and certification requirements being sought in the same manner as traditional academic environment. PLA credits will also satisfy prerequisites in the same manner as their traditional course equivalencies and shall not be treated differently in their application.
4. PLA credits can be utilized to satisfy prerequisites in academic areas where letter grades are required only with written authorization and approval of the Division Chair of the student’s declared academic program, since PLA credits do not carry a letter grade.

5. PLA credit will not be awarded for academic, non-vocational courses under the 100 level, such as English 22 or Math 24, although PLA for such courses can be used to fulfill prerequisites.

6. Not every course will be eligible for every form of PLA credit.

7. PLA credit cannot be used to meet residency requirements for degrees or certificates awarded at Kaua’i CC.

8. Students may not use prior learning assessment for classes where previous credit was earned or transferred from another institution.

B. Requirements For PLA Credits To Be Awarded

1. Students must be officially accepted into Kaua’i CC and must be in good academic standing, with no registration holds.

2. Students must be a current or former Kaua’i CC student in order to participate in the Kaua’i CC PLA process.

3. Students must consult with their Academic Advisor to assess the advisability of seeking credit for PLA, to choose the most appropriate type of PLA, and to determine a PLA assessment strategy.

4. Students must declare an academic program to ensure that any PLA credits awarded will be applicable to the student’s major or will permitted as electives toward the degree in the chosen course of study.

5. Students who transfer to Kaua’i CC may have PLA credits earned at other UH schools transferred to Kaua’i CC as long as the credits are applicable to the degree or certificate the student has declared.

C. Assignment of Credit

1. Credits earned will carry a grade of CE (Credit by Institutional Exam) or CR (Credit) as described in Procedures, below.

2. PLA credit will not impact grade point average.

D. Responsibilities

1. Chancellor

   The Chancellor shall be responsible for all aspects of the PLA Program at Kaua’i CC, including:

   a. Ensuring that the components of the PLA Program are carefully monitored, reviewed, evaluated and revised as needed to maintain and improve institutional standards.
b. Ensuring policies and information about PLA processes, including provisions for appeal, will be readily available.

c. Ensuring that Kaua‘i CC, relying on the expertise of its faculty and institution’s chief academic officer, determines the appropriateness of granting credit for prior learning.

d. Creating a mechanism to evaluate effectiveness of the program.

2. Vice Chancellor Student Affairs (VCSA)
   The daily operations of the PLA Program are under the overall supervision of the VCSA. As such the VCSA will:
   a. Ensure there is an active and ongoing commitment to support PLA among all units and employees of the Student Support Unit.
   b. Actively oversee all PLA related activities under the Student Support Unit.

3. Academic Advisors
   All Academic Advisors in the Student Counseling Office will be cross-trained in PLA functions and will act as PLA Advisors, as appropriate. All Academic Advisors shall:
   a. Ensure that all advisees as well as prospective Kaua‘i CC students are made aware of the PLA options available at the college.
   b. Provide information about PLA by disseminating information or giving talks at campus events.
   c. Interview and screen students for PLA suitability.
   d. Counsel students on the advisability of seeking PLA credits in view of their academic goals.
   e. Inform students in cases where PLA credits might not articulate to four-year colleges.
   f. Provide students the necessary forms to initiate the PLA process, inform them of next steps and direct them to appropriate faculty and/or Division Chairs when relevant.
   g. Remain knowledgeable about PLA options at Kaua‘i CC and within the UH system.
   h. As necessary, research how PLA credits articulate to those schools students wish to transfer to both within and outside the UH system.

4. Registrar / Assistant Registrar
   a. Shall ensure employees of the Registrar’s Office are knowledgeable and supportive of the Kaua‘i CC PLA Program.
   b. Shall ensure that students who inquire about the PLA program are provided the advice, direction and forms required to begin the PLA process.
c. Shall record approved PLA credit on student transcripts in a timely fashion as described in III.B.
d. The certifying official within the Registrar’s Office shall promptly review military training transcripts of all veterans who are receiving educational benefits.
e. Upon request, the certifying official will review the military training transcripts of veterans who are not receiving educational benefits.
f. The certifying official will advise veteran students when military training could be converted to college credit.
g. The certifying official will ensure that appropriate college credit is awarded and documented on the veterans’ official Kaua’i CC records.

5. Vice Chancellor Academic Affairs (VCAA)
a. Will ensure that there is an active and ongoing commitment to support PLA among the faculty.
b. Will actively oversee all PLA related activities that fall under the purview of the VCAA.
c. Will ensure that employees who fall under the purview of the VCAA receive the training necessary to become competent in PLA issues.
d. Will see that all PLA credit approved by the faculty is transmitted to the registrar for posting on student records.

6. Academic Division Chairs
a. Will ensure that all personnel in their division are knowledgeable and supportive of the Kaua’i CC PLA Program.
b. Will conduct the initial faculty conversation and review of documentation with students requesting PLA credit, unless there is a faculty member knowledgeable about the relevant PLA pathway.
c. When appropriate, will assign the responsibility to a faculty member to develop a Credit by Institutional Examination test or to review a portfolio.
d. Will ensure that assigned faculty members complete their assignment within the prescribed time frames.
e. Will ensure that appropriate documentation is forwarded to the VCAA for approval and processing.

7. Faculty
a. Will evaluate student readiness to challenge course content in assigned instructional areas or to pursue any approved form of PLA at Kaua’i CC, sign approved Prior Learning Assessment Request Forms, (Attachments 1-3), and forward to the Division Chair.
b. As necessary or required, will advise students of the CBIE process, prepare and grade examinations, discuss results with the student, complete required documentation and return to their Division Chair within the timeframes set forth in Section III.B.

c. Will review student portfolios and applications for military and NCSE credit as assigned by the Division Chair.

8. Students
   a. Students requesting PLA are responsible for providing all required / requested documentation in a timely manner.
   b. Students shall be responsible for all required fees associated with PLA.
   c. Students who wish to transfer to other institutions shall investigate, with the help of the Academic Advisor, if their PLA credits articulate.
   d. Students are responsible for notifying the Division Chair if their request for PLA is not processed within the time frames specified in Section III-B. If this does not result in timely processing, the student may request assistance from the VCAA.

9. Kaua’i CC Enrollment and Marketing Specialist
   Is responsible for disseminating information to the public regarding the Kaua’i CC PLA program.

III. Administrative Procedures
   A. Initiating the PLA Process
      1. Students must fill out a Prior Learning Assessment Request Form (Attachment 1, 2 or 3) and schedule an appointment with their Academic Advisor to assess whether PLA might be appropriate, and if so, which PLA method applies. Request forms will be available on the PLA website, at the Registrar’s Office, and in the Counseling Office.
      2. The Academic Advisor will consult with the student to recommend a potential PLA pathway based on the student’s background, training, academic status, and goals in view of the best available assessment methodologies.
      3. The Academic Advisor will sign the request form for PLA credit and then help the student to identify the appropriate Division Chair who will review the PLA request and assign appropriate faculty to review the request and oversee the evaluation for credit.
      4. The student must secure all academic advisor, faculty and Division Chair signatures (as applicable) on the PLA Request Form.
      5. After obtaining the requisite signatures as described in III.A.3 and III.A.4 above, the student will pay the appropriate administrative fee for the type of PLA evaluation being sought to the Business Office (see Section III.C.4). The Business
Office shall affix a copy of the receipt to the PLA request form (or will mark it as paid on the online application, if available).

6. Depending on the type of PLA Assessment requested, the student will present the signed form with the attached receipt to the Testing Center or to the appropriate faculty member to initiate the assessment process. PLA assessments shall not be administered until fees are paid.

B. Time Frames

1. PLA requests can be made during the summer session, but timelines do not apply if no faculty are available for review.

3. Within 30 days of when a student requests PLA, the assigned faculty and the student must agree on a date for the evaluation to be administered.

4. Requests for credit by equivalency exam can be submitted at any time during the semester, up until week 12 of instruction.

5. Faculty will be responsible to meet the following time frames:
   a. Credit by Institutional Examination (when applicable)
      (1) **No Existing Examination**: When no CBIE exists, the faculty member shall create, administer, and grade such examination within 30 days of a formal student request.
      (2) **Existing Examination**: When a CBIE already exists the faculty member will administer and grade such examination within 10 days of a formal student request.
      (3) Within 5 days of completion of the examination, faculty will complete the PLA Credit Award Form (Attachment 4) indicating whether credit is granted or denied, and specify the credits being awarded and forward to the Division Chair and VCAA for approval.

   b. Non-Collegiate Sponsored Education (NCSE)
      (1) **NCSE with No Existing Memorandum of Agreement**
         (a) When the type of submitted NCSE has never been previously evaluated, or it has been evaluated before but there is no existing memorandum of agreement between Kaua‘i CC and the sponsoring institution, the faculty member will complete his or her evaluation of the documentation submitted by the student within 30 days of receiving such documentation.
         (b) If the faculty member requests additional documentation from the student in order to complete the evaluation, the time frame shall extend for another 30 days from the date of receipt of the requested material.
         (c) Upon completing the evaluation, the faculty member will complete the Credit Award Form indicating whether credit is granted or
denied, and specify the credits being awarded. After discussion with the student, the Credit Award Form (Attachment 4) will be forwarded to the Division Chair and the VCAA for approval.

(2) Existing Memorandum of Agreement
When Kaua’i CC has a Memorandum of Agreement on file with the VCAA for the type of NCSE credit requested, the Academic Advisor will complete the Credit Award Form (Attachment 4) and forward to the VCAA for approval.

c. Portfolio Review
(1) Single-Subject Portfolios
The assigned faculty member have 30 days to review the portfolio; complete the Credit Award Form indicating whether credit is granted or denied, and specify the credits being awarded; and forward to the Division Chair and the VCAA for approval.
(2) Multi-Subject Portfolios
The assigned faculty have 60 days review the portfolio; complete the Credit Award Form indicating whether credit is granted or denied, and specify the credits being awarded; and forward to the Division Chair and the VCAA for approval.

5. Students may file a grievance with the appropriate Division Chair and/or the VCAA if the required paperwork is not processed in accordance with the above timelines.

C. Fees
[For a summary of Fees, see Attachment 5.]
1. Credit by Institutional Examination
   a. Students applying for credit by CBIE shall pay a fee equivalent to one-half of the tuition charge for the course that is being challenged.
   b. These fees go into effect as of the date this policy is implemented. Students who paid full tuition for credit by institutional examination prior to the implementation of this policy shall not be eligible for a refund.

2. National Standardized Equivalency Examination
Students must pay all fees charged by the organization offering the relevant equivalency examination. In addition, all national standardized equivalency exams incur a $25 administrative fee payable to Kaua’i CC.

3. Non-Collegiate Sponsored Education
There are two levels of fees for evaluating Non-Collegiate Sponsored Education.
a. For Non-Collegiate Sponsored Education that has never been evaluated within the UHCC system and /or for which there is no Memorandum of Agreement at Kaua‘i CC, the application fee is $100.
b. For Non-Collegiate Sponsored Education that has previously been evaluated within the UHCC system and /or for which there is an existing Memorandum of Agreement at Kaua‘i CC, the administrative fee is $25.

4. Portfolio-Based Assessment
a. There are two levels of Portfolio Assessment fees:
   (1) For Single-Subject-Area Portfolio the assessment fee for a single-subject area portfolio requesting up to nine credits is equivalent to half of the normal tuition charge for a three-credit course.
   (2) For Full-Multi Subject Portfolio requesting up to a maximum of 30 credits, the assessment fee is equivalent to the tuition for a three-credit course.
b. The are multiple options for portfolio preparation with various fees associated with each. See section IV.D.4 below.

D. Faculty Compensation for PLA Activities
   [For a summary of Faculty Compensation, see Attachment 6.]
   1. Faculty members / Division Chairs do not receive compensation for consulting with a student regarding the student’s suitability as a candidate for PLA.
   2. Faculty will be paid $100 for each CBIE they develop, administer, and grade when the exam is approved by the Division Chair and the VCAA for inclusion in the bank of PLA institutional exams (see IV.3.A below.) There will be no compensation for developing exams not granted approval.
   3. Faculty will be paid $50 for administering and grading existing exams taken from the approved bank of PLA institutional exams.
   4. There is no faculty compensation for reviewing the scope and content of a nationally recognized Equivalency Examination, or for consulting with a student and approving such an examination to meet Kaua‘i CC requirements.
   5. Faculty will receive $100 for review of each application for credit for non-collegiate sponsored education in cases where there is no existing memorandum of agreement or previous review.
   6. Faculty will receive a payment of $100 for each single-subject-area portfolio evaluated.
   7. Faculty will be paid $250 for each multi-course portfolio evaluated.
   8. When multiple faculty members share responsibility for developing and/or evaluating PLA for credit assignment, they will split any compensation due equally, unless they unanimously agree to split it unequally.
E. Recording of PLA Credit
   1. The Registrar will record any authorized credit on the student’s record within 14 days of receiving the Credit Award Form.
   2. CBIEs will appear as CE units on the student’s transcript.
   3. Credit earned by national standardized testing or for non-collegiate sponsored education will appear as CR on a student’s transcript.
   4. Credits granted for portfolios will be recorded as PBA on the student’s transcript. No letter grade will be assigned.

F. Failure to Demonstrate PLA Competency
   1. After interviewing a student, a faculty member or Division Chair may determine the student has insufficient knowledge of a subject and is not suitable to utilize the PLA process.
   2. When a student’s request for PLA credit is denied, the reviewing faculty member, Division Chair, and/or VCAA must indicate on the PLA Credit Award Form the reason(s) for the denial.
   3. Students have the right to appeal decisions regarding their non-suitability to participate in the PLA process by filing an academic grievance as described in the Kaua‘i CC Student Academic Grievance Procedure, KCCP 5-3.

IV. Procedures
   [Refer to flow chart, Attachment 7, for a general overview.]
   A. Credit by Institutional Examination (CBIE)
      1. General
         a. Students seeking college credit for non-collegiate sponsored education must first complete the steps outlined in Section III.A. Administrative Procedures.
         b. Students must identify, in consultation with their Academic Advisor, which specific Kaua‘i CC courses they seek college credit for, and so indicate on the PLA request form (Attachment 1).
      2. Credit by Institutional Examination will be given, with the consent of faculty, to students who believe that they have a thorough grasp of the content of the course.
      3. Examination Content
         a. Only CBIE exams developed or approved by full-time faculty and/or the Division Chair will be eligible for credit equivalency. Lecturers may not develop or administer CBIEs for credit.
         b. The CBIE test will test the student’s mastery of all Student Learning Objectives applicable to the challenged course. The exam must be more comprehensive than the usual final examination and will serve as the scholastic equivalent of the course.
c. The examination shall either be selected from the Kaua‘i CC bank of approved CBIE exams, or developed by the faculty member(s) who normally instruct the course being challenged.
d. Upon approval by the Division Chair, CBIE tests developed on other campuses within the UH system may be selected and administered by Kaua‘i CC faculty to satisfy Kaua‘i CC course requirements.
e. CBIE tests shall be revised after every three student uses at Kaua‘i CC to minimize the possibility of exam content circulating.

4. PLA Institutional Exam Bank
   a. Instructors may submit CBIE tests they have developed for inclusion in the PLA Institutional Exam Bank by forwarding the exam, with signed approval from the Division Chair, to the office of the VCAA for final approval.
   b. CBIE examinations developed on other campuses and resident in the within the UH inter-campus PLA test bank may be selected for inclusion in the Kaua‘i CC PLA exam bank with the approval of the Division Chair and VCAA.
   c. When a subject-area examination already resides in the Kaua‘i CC PLA test bank, faculty will not be paid to develop an alternate examination in that same subject area.
   d. The Kaua‘i CC PLA test bank will be maintained by the Office of the VCAA, where print copies of each approved CBIE exam will be housed.

5. Examination Administration
   a. The standards of evaluation shall be comparable to those used in the classroom course.
   b. All written CBIE tests shall be administered at the Testing Center, unless other arrangements are made with the responsible faculty.
   c. Upon signing off on the PLA Request Form, faculty will forward a copy of the CBIE test to the Testing Center, unless other arrangements have been made for test administration.
   d. The Testing Center will convey completed exams and/or exam results to faculty within 3 days.
   e. Faculty will discuss results of the examination with the student and submit the CBIE Credit Award Form (Attachment 4) to the Division Chair and VCAA for approval within 5 days after testing.

6. The faculty member will discuss the results of the examination with the student and obtain the student’s signature on the PLA Credit Award Form. Next the division chair will execute the form and forward it to the VCAA for approval.

7. The VCAA will forward the PLA Credit Award Form to the Registrar for the official award of credit.

8. Exceptions
When a student requests CBIE for a course for which no CBIE already exists, the instructor must develop an appropriate examination if the course appears on the page in the Kaua’i CC catalog that lists all courses eligible for PLA Credit By Institutional Exam.

9. Procedures for Students
   a. For Credit by Institutional Exams being offered at the Testing Center, students must schedule a time and date to take the test. The student can go to the Kaua’i CC Testing Center website at http://tinyurl.com/KCCtest to check for test times that may be available.
   b. The student will schedule an appointment to take the CBIE Test by calling the Testing Center at 808-245-8306, or by sending an email to kautest@hawaii.edu.
   c. The student will present the Testing Center with either a copy of the receipt for the administrative test fee paid to the Business Office, or the signed PLA Request Form with receipt attached.

B. Procedures for Equivalency Examinations
   1. General
      a. Students seeking college credit for non-collegiate sponsored education must first complete the steps outlined in Section III.A. Administrative Procedures.
      b. Students must identify, in consultation with their Academic Advisor, which specific Kaua’i CC courses they seek college credit for, and so indicate on the PLA request form (Attachment 1).
      c. Students will only receive Kaua’i CC credit via Equivalency Exams for courses currently offered at Kaua’i CC.
      d. Students may take approved Equivalency Exams at any time during an academic semester.
      e. Not all forms of Equivalency Examinations will be accepted for credit at Kaua’i CC. Refer to the Kaua’i CC PLA website [insert URL here] for a list of approved types of Equivalency Examinations.
      f. Credit for approved Equivalency Examinations taken at a location other than Kaua’i CC will transfer to the college and be recorded on the student’s transcript in the same way as Equivalency Exams taken on site.
   2. Application Process for Equivalency Examinations
      a. Students who wish to take an Equivalency Examination must make an appointment with their Academic Advisor to ensure that credit earned by a particular form of equivalency examination will be accepted at Kaua’i CC, and to secure the Advisor’s signature on the PLA request form (Attachment 1).
      b. All equivalency exams administered at Kaua’i CC incur a $25 administrative fee, payable at the Business Office before exam administration.
c. Students wishing to take approved Equivalency Examinations offered at Kaua’i CC must set a date for the examination with the Testing Center and present the signed PLA request form plus a receipt for the administrative fee to the Testing Center at the time of the scheduled examination.

d. Students who want to take Equivalency Examinations offered at locations other than Kaua’i CC must fill out the PLA request form, indicating where and when they intend to take the examination, and must make an appointment with their Academic Advisor as described in III.A above. They also will need to pay the $25 administrative fee at the Business Office to petition for recording of the Equivalency Exam credit.

e. When students take an Equivalency Exam at an off-site location, it is the student’s responsibility to ensure that the test results are sent to the Kaua’i CC Registrar’s office.

f. Students who take an off-site Equivalency Exam must pay the $25 administrative fee to the Business Office and present the receipt to the Registrar before credit can be posted to the student’s transcript.

3. Specific Procedures for CLEP Testing

a. After the Academic Advisor signs the PLA Request Form and the student pays the administrative fee to the Business Office, the student can log into the CLEP Test Site at http://clep.collegeboard.org to register online for the selected exam.

b. The student must pay the CLEP fee (currently $80) on the Test Site. This fee is in addition to the $25 administrative fee already paid to the school.

c. After registering for the exam, the student will log into the Kaua’i CC Testing Center website at http://tinyurl.com/KCCtest to check times those exams are offered.

d. The student will schedule an appointment to take the CLEP Test by calling the Testing Center at 808-245-8306, or by sending an email to kautest@hawaii.edu.

e. The Student will need to supply the following information:
   - First and last name
   - The name of the specific exam
   - Date of Birth, or UH Username, or Student ID Number
   - Proposed day and time to schedule the exam, if available
   - Phone number

4. Recording Credit by Institutional Examination on Transcripts

After all required signatures are obtained on the PLA Credit Award Form, the VCAA will forward the PLA Credit Award Form to the Registrar for the official award of credit.
C. Procedures for Non-Collegiate Sponsored Education
   1. General
      a. Students seeking college credit for non-collegiate sponsored education must first complete the steps outlined in Section III.A. Administrative Procedures.
      b. Students must identify, in consultation with their Academic Advisor, which specific Kaua‘i CC courses they seek college credit for, and so indicate on the PLA request form (Attachment 2).
   2. Not Previously Evaluated or No Existing Memorandum of Agreement.
      *The following steps apply when there is no existing memorandum of agreement for the NCSE submitted for credit. These steps apply even when NCSE has been previously evaluated at the school, providing no memorandum of agreement has been authorized.*
      a. As instructed on the PLA Request Form (Attachment 2), students must assemble all documentation that supports their request for Non-Collegiate Sponsored Education credit. Documentation may include:
         - Number of hours of instruction
         - Place and date of instruction
         - Instructor name
         - Web address, if relevant
         - ORIGINAL or CERTIFIED copies of diplomas or certificates received
         - Copy of lesson plans or curriculum
         - Student learning objectives, if specified for the training
         - Examinations, if any
         - Proof of professional certifications achieved
         - ORIGINAL or CERTIFIED copies of credit awarded for similar education at other institutions
      b. The request for credit must also include a concise narrative summary, prepared by the student, detailing the scope, intent, content, and outcome of the training. If the student cannot produce copies of lesson plans or learning objectives, this summary must provide detailed information about course or training content.
      c. The cover narrative and supporting documentation must be assembled into an organized, professional-looking, college-level presentation package, including a Table of Contents if more than five pages.
      d. The student must submit the completed application package to the subject-matter faculty member for review.
      e. The faculty member must review the submitted application package within 20 days and indicate on the PLA Credit Award Form if the student’s Non-
Collegiate Sponsored Education meets the criteria for awarding college level credit for the equivalent Kaua‘i CC course, and how many credits are to be awarded. The faculty member may request additional documentation or explanation from the student.

f. Upon completion of the review, faculty members will discuss their credit recommendations with their Division Chair, and both will sign the PLA Credit Award Form.

g. The faculty member will meet with the students to discuss the credit recommendation and obtain the students signature on the PLA Credit Award Form.

3. Previously Evaluated or Existing Memorandum of Agreement

The following steps apply ONLY when there is an existing memorandum of agreement.

a. A listing of all training approved for Non-Collegiate Sponsored Education credit will be maintained by Office of the VCAA.

b. The student will complete an NCSE PLA Request Form and attach original documentation certifying the training. The requirement for assembling a comprehensive documentation package (2.a.-d. above) may be waived, with the signature of Academic Advisor and the Division Chair. All original certification documents will be returned to the student after the PLA decision is final.

c. If the training institution will only send certified copies of the training to a college official, the student shall ensure that the training institution addresses the material to the Admissions and Records Office and indicate on an attachment to the request form what certification materials were requested. The student shall obtains a copy of the certification materials from the Admissions and Records Office, who will indicate on such that it is a copy, and attach the copy to their PLA Request form.

d. The Academic Advisor and Division Chair will review the PLA request for completeness. If credit is applicable the Division Chair will complete a PLA Credit Award Form and obtain the student’s signature.

g. If a student presents documentation that another UH campus has an existing NCSE MOA for the credit the Kaua‘i CC student is seeking, that agreement will apply only if the NCSE equates to an active Kaua‘i CC course.

4. The faculty member or division chair will forward the completed and signed PLA Credit Award Form to the VCAA for final approval. The VCAA will send the signed form to the Registrar for the official award of credit.
D. Procedures for Portfolio-Based Assessment
1. Portfolio-based assessment to attain college credit is a complex process. It requires familiarity with college protocols, terminology, and student-learning objectives. In addition to assembling required documentation students must be able to articulate in a written narrative how their non-traditional education equates to college level learning. Depending on the complexity of the subject matter, and number of credits being sought, such written narratives alone often exceed 25 pages.

2. Students seeking credits through this option are cautioned that years of experience does not equate to mastery of the subject matter for the purposes of attaining college credit.

3. Readiness for Portfolio-Based Assessment
   a. Students interested in a portfolio review should complete the assessment, “Is the Portfolio Review Process Right for Me?” (Attachment 8) available on the PLA website or in the Student Counseling Area and review the Guidelines for Preparing a PLA Portfolio (Attachment 9).
   b. After completing the assessment, students who believe they will benefit from a portfolio review will make an appointment with their Academic Advisor. (1) Students must bring a copy of their assessment with them when they meet with their Academic Advisor. (2) Students who have not yet completed the assessment by the time of the PLA meeting with their Academic Advisor will complete it during the appointment.
   c. The Academic Advisor will discuss the portfolio process with the student and will direct the student to the appropriate Academic Division Chair.
   d. The Division Chair and a faculty member in the subject area will assess whether the student has the appropriate background and readiness to pursue the portfolio process, and if so, will sign the PLA Credit-by-Portfolio Request Form.
   e. When a faculty member deems a student ready to pursue the portfolio process, the faculty will inform the student of the four portfolio preparation options as described below, and will recommend the most appropriate option given the student’s background, goals, and writing ability.

4. Portfolio Preparation Options
   a. Portfolio Mentorship

   "Portfolio Mentorship is the recommended pathway for most students seeking to complete multidisciplinary portfolios for credit, as well as for students who need writing support and who intend to submit a single-subject-area portfolio."
This option costs student a bit more than the other portfolio preparation pathways, but likely leads to the greatest success in obtaining credit.

(1) Each Division Chair will maintain a list of full-time faculty and/or lecturers available to serve as portfolio mentors within their division.

(2) Portfolio mentors will work with students either individually or in small groups of up to three students. Mentors will clarify the requirements for portfolios, oversee student progress in developing portfolios, coach students through the portfolio writing process, assist students in navigating obstacles encountered, and provide oversight in helping students to initiate the portfolio submission and review process.

(3) Mentors will ensure that students complete Mentoring Session Preparation Forms (Attachment 10) and Mentoring Post-Session Forms (Attachment 11) as appropriate.

(4) Portfolios mentors will help students to identify the courses that equate to their backgrounds, the specific prior learning or training they have that equates to the SLOs for each targeted course, and the evidence needed to prove that the student’s prior learning meets the SLOs.

(5) Students will submit their assembled documents and narrative summaries describing prior learning for review at regular intervals during their mentorship.

(6) Portfolio mentors will meet with each student they are coaching at least three times during the portfolio preparation process, and for no less than a total of six hours. In addition, mentors will provide students with detailed written feedback on their portfolios at regular intervals.

(7) The number of mentoring meetings scheduled with portfolio applicants will increase when there are multiple students in a group. In other words, a mentor who is coaching two students as a group will hold six meetings (three meetings per student) with his or her mentees, for a total of 12 hours; with three students, the group will meet for a total of 18 hours.

(8) Portfolio mentors will not serve as reviewers for portfolios assigned to them for mentorship.

(9) Fees for portfolio mentorship will be equivalent to the tuition for a three-credit course.

(10) Portfolio mentors will receive $300 for each portfolio mentored.

b. UHCC System Self-Paced, Asynchronous Online Portfolio Preparation Course (when developed)

A self-paced, asynchronous online portfolio-preparation course may be the appropriate option for students with good writing skills who want credit for a
single-subject-area portfolio. This course would be a noncredit, reasonably priced option developed within the University of Hawai‘i community college system for inter-campus use.

(1) Students requesting credit for single-subject-area portfolios of up to nine credits may elect to enroll in an online, noncredit portfolio preparation course to be developed and made available to the entire UHCC system.

(2) Students must secure the signature of subject-area faculty, the Division Chair, and the VCAA on the PLA Request Form before enrolling in an online Portfolio Preparation Course.

(3) The fee for the online Portfolio Preparation course will be determined when developed.

c. Kaua‘I OCET Sponsored Non-Credit Instruction (when developed)
A short, non-credit workshop may be developed and offered by OCET to provide instruction on how to assemble a portfolio, provided there is sufficient demand for such an offering. This course would be most appropriate for those students who have the ability to pass English 100, and who seek credit for a single-subject-area portfolio. The fee for the OCET course will vary with the number of students enrolled.

d. Self-Directed Option
Students are discouraged from undertaking portfolio preparation on their own, without the support of a mentor or class, given the demands of the preparation process and the advanced level of writing skill called for. Without such support, most students will fail to secure the credit they seek. There are some students, however, who do possess the requisite ability and background to independently prepare a successful portfolio, and they may choose to proceed as follows.

(1) Students who believe that they possess the skills, knowledge, and ability to prepare a professional, college-level portfolio that encompasses all of the elements, narrative explanations, and supporting documentation to articulate their request for college credit may petition to proceed independently in preparing their portfolio.

(2) Students who petition to undertake portfolio preparation without engaging a portfolio mentor or taking a portfolio-preparation course must get written approval from a subject-area faculty member, the Division Chair, and the VCAA.
(3) Waivers shall be granted only to those students who have demonstrated advanced writing skills at least equivalent to excellent performance in English 100, and who, in the opinion of the Division Chair, have demonstrated a professional-level ability to prepare complex materials for rigorous review.

An example of someone who might succeed using the self-directed option would be a student with good writing skills plus substantial experience as a legislative aide or a paralegal.

5. Portfolio Development and Content
   a. Portfolios must include all documentation that supports the request for college credit, following the guidelines set forth in Attachment 9. Such documentation must show that the outcome of the student’s non-traditional learning is equivalent to college-level learning outcomes.
   b. Documentation for such learning may include:
      • Training records
      • Work records
      • Work samples
      • Job accomplishments
      • Awards
      • Certificates
      • Honors
      • Professional Licenses
      • Performance Appraisals
      • Letter of Verification from Supervisors / Co-workers
      • Evidence of Self-directed study
      • Other documentation that supports the student’s request.
   c. In addition to the documentation described above, the portfolio must include a written narrative describing, in detail, the prior learning acquired and explaining the documentation being submitted. The narrative must delineate how the learning the student has acquired equates to mastery of the subject matter and meets the criteria for the awarding of college credit.
   d. The written narrative, and supporting documentation, with Table of Contents, must be assembled into a concise, professional, college level portfolio.

6. Portfolio Assessment
   a. Students who complete a portfolio must submit it to the appropriate Division Chair, who will identify a portfolio review faculty member or committee.
b. Single-subject-area portfolios require review by a single faculty member.

c. Multi-discipline portfolios require review by a committee of at least two faculty members.

d. The faculty member(s) must review the submitted portfolio within 30 days to determine if the student’s learning, experience, knowledge and documentation meets the criteria for awarding college-level credit, and if so, how many credits are to be awarded.

e. Faculty may request additional documentation or explanation from the student. If additional materials are requested, the timeline shall extend another 15 days from time of receipt of those materials.

7. Awarding and Recording Credit for Portfolios

a. Upon completing the review, the faculty member will complete the PLA Credit Award Form, including a narrative explanation of the credit award decision, and will discuss his/her review and credit recommendation with the Division Chair.

b. Upon concurrence of the Division Chair, the faculty member will meet with the student to discuss his/her review of the student’s portfolio request for college credit.

c. Students who are not satisfied with the results presented may appeal, as outlined in the Kaua’i CC Student Academic Grievance Procedure, Policy 5-3.

d. Upon completing the process, the faculty member will forward the PLA Credit Award Form to the VCAA for signature.

e. The VCAA will forward the PLA Credit Award Form to the Registrar for recording on the student’s transcript.
KAUA’I COMMUNITY COLLEGE

Request for PLA Credit by Institutional Exam or Equivalency Exam

PLA applicants must be current or former Kauai CC students in good academic standing. Students must pay the requisite fees and attach receipts to this form for approval to be final.

Name: ___________________________________________ UH ID#__________

Phone: ______________________ Email: ____________________________ Major:___________

Name & alpha of the course you would like PLA credit for:

Term: _________ Course CRN: ________

Type of PLA requested: Credit-by-Institutional Exam (CBIE) _____
Equivalency (Exam type/subject; e.g. CLEP/Calculus) _________________

Please explain why you are seeking PLA credit and briefly describe what qualifies you:
______________________________________________________________________________
______________________________________________________________________________

*****************************************************************************

Authorizations: This form requires the signature of an Academic Advisor, the faculty member teaching the relevant course, and the Division Chair.

I have discussed PLA benefits and risks with this student: _____________________________

Academic Advisor Signature Date

Faculty: I have discussed this request with the student and □ agree □ disagree to authorize this PLA evaluation:

_________________________________________

Faculty Signature Date

Division Chair: I have reviewed this application and I □ approve □ disapprove this PLA evaluation:

_________________________________________

Division Chair Signature Date

If declined, please explain here and initial:
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________
KAUA’I COMMUNITY COLLEGE
Request for PLA Credit for Non-Collegiate Sponsored Education (NCSE)

Guidelines:

1. Students must provide proof of having completed any NCSE programs for which they seek credit. This will normally be in the form of an original certificate of completion (all original documentation will be returned to students when the evaluation is complete).

2. If the training is not on the KCC NCSE list of approved training, a narrative summary describing the training must be attached to this request. The summary must describe the scope, intent, content, and outcome of the training.

3. Students may be asked to provide a syllabus, outline, or other materials from their NCSE training to help reviewers ascertain equivalency.

4. For training not listed in the KCC NCSE list of approved training, all requested materials (including this form) must be assembled into a professional-looking, college-level presentation package, including a Table of Contents if more than five pages.

5. Students must pay the requisite fees and attach receipts to this form for approval to be final.

***************************************************************************
Name: ____________________________________________________________ UH ID# ________
Last First MI
Phone: ___________________ Email: ____________________ Major: ______________
Name of the NCSE Program or Course: ________________________________
Sponsoring Organization Offering the Training: __________________________
Number of Hours: __________________ Date NCSE Training Completed: _____________
Certificate Awarded? (Yes/ No) Instructor Name: _________________________
Proof of Completion Attached? (Yes/No)

What Kauai CC course(s) would you like credit for based on this NCSE? Please note that PLA credit will only be authorized if the NCSE satisfies the course’s Student Learning Objectives.

Course Name: ______________________________________ CRN: _____ Alpha: ___________
Course Name: ______________________________________ CRN: _____ Alpha: ___________
Course Name: ______________________________________ CRN: _____ Alpha: ___________
Course Name: ______________________________________ CRN: _____ Alpha: ___________
Course Name: ____________________________ CRN: _____ Alpha: ______________

**Authorizations:**

**Academic Advisor:** I have discussed NCSE with student and verify that the training described
☐ IS ☐ IS NOT listed in the KCC NCSE list of approved training:

____________________________________________

Academic Advisor Signature Date

**Division Chair:** *Please choose the appropriate option:*

1. (For training already on the KCC NCSE list of approved training) I have reviewed this application and approve the awarding of NCSE credit as listed in the attached PLA Credit Award Form.

   __________________________________________________________________________
   Division Chair Signature Date

2. (For training not on the KCC NCSE list of approved training) I have discussed this request with the student and
☐ agree ☐ disagree to authorize the PLA evaluation requested above.

   __________________________________________________________________________
   Division Chair Signature Date

   If “agree,” specify assigned faculty reviewer:
   __________________________________________________________________________

   If “disagree,” please explain here: __________________________________________________________________________

   __________________________________________________________________________
   __________________________________________________________________________

   __________________________________________________________________________

**Faculty:** *Signature only required if assigned above.*

   I agree ☐ disagree ☐ to authorize the NCSE evaluation: ______________________________
   Faculty Signature Date

   If declined, please explain here: __________________________________________________________________________

   __________________________________________________________________________
   __________________________________________________________________________

   __________________________________________________________________________
KAUA’I COMMUNITY COLLEGE
Request for PLA Credit by Portfolio Evaluation

Please attach your completed “Is the Portfolio Review Process Right for Me?” assessment to this form. *Note that students must pay requisite fees and attach receipts to this form for approval to be final.

Name: ___________________________ UH ID# __________

Last First MI

Phone: ___________________________ Email: ___________________________ Major: ___________________________

What Kauai CC course(s) would you like portfolio credit for based on your prior learning? Note: Portfolio credit will only be authorized if it meets the course’s Student Learning Objectives.

Course Name: ___________________________ CRN: ______ Alpha: ______

Course Name: ___________________________ CRN: ______ Alpha: ______

Course Name: ___________________________ CRN: ______ Alpha: ______

Please briefly describe the training, study, and/or experience you have that you would like to get academic credit for by portfolio ___________________________

____________________________________________________________________________

What evidence of prior learning can you gather to support your portfolio? (e.g., certificates, letters from supervisors, transcripts, awards, samples of work, etc.) ___________________________

____________________________________________________________________________

Have you completed English 100? _____ Semester/yr: __________ Final grade: __________

If you have prepared documents similar to a portfolio before, please describe: ___________________________

____________________________________________________________________________

************************************************************************************

I have discussed PLA benefits and risks with this student: ___________________________

Academic Advisor Signature Date

I have discussed this request with the student and □ agree □ disagree to authorize the PLA evaluation requested above.

Faculty Signature Date Division Chair Signature Date

Name of mentor assigned: ___________________________

If declined, please explain and initial here:

____________________________________________________________________________

____________________________________________________________________________

____________________________________________________________________________
KAUA’I COMMUNITY COLLEGE
PLA CREDIT AWARD FORM

Please attach the signed PLA Request Form, with receipts attached, and personally deliver or send to the Registrar. Students can NOT send or deliver this form.

Registrar: Please note that students must be former or current Kauai CC students in good academic standing to receive PLA credit awards.

Student’s Name: ___________________________________________ UH ID# ____________________

Last Name First MI

Phone: __________________ Email: __________________ Major: __________________

Type of PLA Credit to be Awarded (check one):
Credit-by-Institutional Exam: _____ Non-Collegiate Sponsored Education: _____
Portfolio Assessment: _____ Equivalency Exam (specify type; e.g., CLEP): __________________

Course Information: If awarding PLA credit for multiple courses, please submit separate forms for each course.

Course Name: ___________________________________________ CRN: _____ Alpha: __________________

Number of Credits to be Awarded: __________ Credit Denied: __________

If credit is denied, please explain: ________________________________________________________________

__________________________________________________________________________________________

Signatures: Student: ______________________________ Date: ______________

Faculty #1 (if applicable): ______________________________ Date: ______________

Faculty #2 (if applicable): ______________________________ Date: ______________

Division Chair: ______________________________ Date: ______________

VC for Academic Affairs: ______________________________ Date: ______________
## SUMMARY OF STUDENT PLA FEES

<table>
<thead>
<tr>
<th>Type of PLA</th>
<th>Student Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Institutional Exam (CBIE)</td>
<td>Fee equivalent half tuition for 3-credit course</td>
</tr>
<tr>
<td>Equivalency Exam</td>
<td>Fee charged by testing institution (e.g., CLEP is $80), plus $25 administrative fee to Kauai CC and any Testing Center fees, if applicable.</td>
</tr>
<tr>
<td>Non-Collegiate Sponsored Education (NCSE)</td>
<td></td>
</tr>
<tr>
<td>Not on Approved NCSE List</td>
<td>$100, plus $25 administrative fee</td>
</tr>
<tr>
<td>Previously Evaluated/On Approved NCSE List</td>
<td>$25 administrative fee</td>
</tr>
<tr>
<td>Credit by Portfolio</td>
<td></td>
</tr>
<tr>
<td>Mini-Portfolio up to nine credits</td>
<td>Fee equivalent to half tuition for 3-credit course</td>
</tr>
<tr>
<td>Full Portfolio, from 10 to 30 credits</td>
<td>Fee equivalent to full tuition for 3-credit course</td>
</tr>
<tr>
<td>Portfolio Mentoring</td>
<td>Fee equivalent to full tuition for 3-credit course</td>
</tr>
</tbody>
</table>
# SUMMARY OF PLA FACULTY STIPENDS

<table>
<thead>
<tr>
<th>Type of PLA</th>
<th>Faculty Stipend</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Institutional Exam (CBIE)</strong></td>
<td></td>
</tr>
<tr>
<td>For developing, grading, &amp; administering exam.........</td>
<td>$100</td>
</tr>
<tr>
<td>or administering &amp; grading exam only...................</td>
<td>$50</td>
</tr>
<tr>
<td><strong>Equivalency Exam</strong></td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Non-Collegiate Sponsored Education (NCSE)</strong></td>
<td></td>
</tr>
<tr>
<td>Not on Approved NCSE List................................</td>
<td>$100 to review application and supporting materials</td>
</tr>
<tr>
<td>Previously Evaluated/On Approved NCSE List.............</td>
<td>N/A</td>
</tr>
<tr>
<td><strong>Credit by Portfolio</strong></td>
<td></td>
</tr>
<tr>
<td>Single subject area portfolio (up to nine credits)...</td>
<td>$100 to review portfolio</td>
</tr>
<tr>
<td>Full Portfolio, from 10 to 30 credits..................</td>
<td>$250 to review portfolio, to be split if multiple faculty reviewers.</td>
</tr>
<tr>
<td><strong>Portfolio Mentoring</strong></td>
<td>$300 for each portfolio mentored</td>
</tr>
</tbody>
</table>
KAUA'I CC PLA PROCESS

**STUDENT**
- Completes PLA Request Form, indicating courses seeking PLA credit for.
- Completes "Is the Portfolio Process Right for Me?" assessment, when applicable.
- Schedules appointment with academic advisor.

**ACADEMIC ADVISOR**
- Discusses PLA advisability & pathways with student.
- Helps student identify appropriate Division Chair.
- Signs Prior Learning Assessment Request Form.

**DIVISION CHAIR**
- Reviews the PLA request.
- Assigns faculty to assess PLA (can assign self) or if portfolio request, assigns mentor, as appropriate.
- Signs Prior Learning Assessment Request Form and forwards to faculty or mentor.
- Reviews Credit Award Form with faculty, signs, and forwards to VCAA.

**FACULTY**
- Discusses PLA request with student.
- Signs Prior Learning Assessment Request Form, indicating if request approved.
- Prepares exams (CBIE) or begins assessment process after student presents materials and pays fees.
- Completes Credit Award Form, as applicable.

**VCAA**
- Signs Credit Award Form and forwards to Registrar.
- Adds CBIE exams and NCSE to approved lists, as appropriate.

**REGISTRAR**
- Records credit in student transcript as CE, CR, or PBA, as appropriate.
Is The Portfolio Process Right for Me?

Preparing a portfolio takes considerable time, effort, and organization. The portfolio process requires that you produce extensive documentation such as letters of support, transcripts of training you’ve completed, certificates you’ve earned and so forth, in order to verify your prior learning claims. You also need to do extensive writing, and the quality of your writing needs to be very good to make a convincing case. The questions below will help you to determine your readiness to pursue the portfolio process.

NAME:_____________________________ STUDENT ID:_________ SEMESTER:_________

Please bring this completed form with you when you meet with your academic advisor.

1. Is the learning you would like credit for directly related to specific courses taught here at Kauai CC?

2. Have you eliminated the possibility of testing out of the courses you’d like credit for by passing an exam prepared by the instructor or by taking a standardized test such as CLEP?

3. Do you have at least five years of work, military, or volunteer training and/or experience?

4. Have you taught yourself any skills or gained significant knowledge relevant to course content offered at Kauai CC through your own independent study or training?

5. Have you passed English 100 or the equivalent with a grade of B or higher? If not, are you comfortable writing and are your writing skills average to good?

6. Are you willing to meet with a mentor at scheduled intervals throughout the semester and to meet all deadlines for submitting written work?

7. Are you willing to rewrite your work at least several times if your mentor suggests changes?

8. Have you ever organized a substantial amount of miscellaneous paperwork and diverse information into a single report?

9. Are you confident that you can write a clear narrative of at least five pages, using complete sentences and correct grammar, describing your past learning?
10. Are there former supervisors, experts in your field, or others who have witnessed your work and will verify your learning by writing you letters or otherwise testifying that you have the expertise, training, and knowledge that you claim?

11. Do you have at least eight documents that provide evidence to support your claims of prior learning? Examples might include transcripts, certificates earned, performance evaluations, licenses, presentations, work samples, etc.

12. Are you willing and able to contact people to verify your prior learning, track down and gather hard copies of documentation, and organize a large amount of paperwork into a portfolio?

How many questions did you answer YES to above? ___________ The greater the number of YES answers, the more likely that you’ll succeed in preparing a portfolio for credit.
KAUAI COMMUNITY COLLEGE
Guidelines for Preparing a PLA Portfolio

The Four Hallmarks of Successful Portfolios

1. Successful portfolios provide concrete evidence of learning achieved. This evidence can be in the form of work samples, awards, support letters, etc., as described below.

2. Successful portfolios clearly show how prior learning equates to the learning objectives of each course for which credit is sought.

3. Successful portfolios are well organized and well presented. A disorganized, sloppy portfolio will not argue your case favorably.

4. Successful portfolios include a well-written, detailed narrative describing how your background qualifies you for PLA credit. The quality of your writing certainly can affect reviewer decisions.

Working with Your Mentor

1. You were assigned a mentor by the Division Chair when your Portfolio Application was approved. It is your responsibility to contact the mentor to set up meeting times.

2. You will get the most benefit from meetings with your mentor if you go to those meetings prepared with written questions you want answered and copies of work you want reviewed.

3. Your mentor will give you a Mentoring Preparation Form to get ready for your next meeting, and a Post-Session Form to keep track of commitments made, deadlines set, and insights gleaned during your meeting. Completing these forms is required.

4. You must meet with your mentor at least three times, or a total of six hours, before submitting your portfolio.

Organizing Your Portfolio

1. Your portfolio must include a cover sheet with your name, student ID number, semester, contact information, and a list of the courses you seek credit for.

2. Your portfolio must include a Table of Contents to help reviewers navigate the materials you’ve included.
3. Your portfolio must include a Course Matching Chart showing the student learning objectives (SLOs) of each course you seek credit for and summarizing how you satisfy each of those SLOs. Your mentor has copies of the necessary forms.

4. You must include a narrative section detailing your background. See guidelines below.

5. Portfolios must include a documentation section that includes evidence of learning and mastery achieved. See guidelines below.

6. Portfolios should use standard fonts such as Arial or Times New Roman. Margins should be one inch on all sides, and font size should be 12. Your portfolio should be presented either stapled or in a binder, without loose pages, and it must look like a professional document.

**Writing Your Narrative**

1. Your narrative constitutes the heart of your argument for PLA credit. Think of it as the story of your learning experiences to date. It should provide an overview of the learning that you seek credit for, depict the conditions that led you to pursue that learning, describe the various experiences and/or training programs you completed, and express how the learning that resulted equates to course content.

2. The narrative must describe and explain any documentation you have attached, telling the story behind it.

3. It’s important to include specific names, dates, and places whenever possible.

4. Count on writing three or more drafts. Make sure your mentor reviews your portfolio at several stages, and incorporate any suggested changes before you submit the final document.

5. Narrative sections typically range in length from five to 10 or more pages, depending on the number of portfolio credits you seek.

**Providing Documentation of Prior Learning**

1. While the narrative in your portfolio describes your experiences and training, you must also provide evidence that you did, in fact, have those experiences. Plus, you must show that you gained college-level skills and/or knowledge from those experiences. This means that you need to include concrete proof of prior learning in your portfolio. The more relevant documentation that you provide, the stronger your case will be.
2. Documentation may include (this is not a comprehensive list):
   - Training records
   - Work records
   - A resume
   - Samples of work
   - A list of accomplishments
   - Copies of awards
   - Copies of certificates achieved
   - Copies of honors
   - Professional licenses
   - Performance appraisals
   - Letters of verification from supervisors/coworkers on company letterhead
   - Endorsements from clients, supervisors, community members
   - An annotated bibliography describing reading completed
   - Photographs, videos, or slides of projects completed
   - Evidence of self-directed study

3. All documentation should be itemized in the Table of Contents.

SUBMITTING YOUR PORTFOLIO

1. When you have completed editing your portfolio, you should submit at least two copies to the Division Chair for distribution to faculty reviewers. If multiple reviewers will be assessing your portfolio, you might need additional copies.

2. Understand that the portfolio review process will take at least 30 days. If the review committee requests additional documentation, the timeline for review will extend for another 15 days from the time you submit that documentation.
MENTORING SESSION PREPARATION FORM

Please complete this form and email it to your mentor at least one day before your meeting.

Name: ___________________ Date: _______ Mentor: __________________

1. What have you accomplished since our last meeting?

2. What have you not gotten to that you had hoped to work on?

3. What are the chief obstacles that have been getting in your way, if any?

4. What ideas do you have for overcoming those obstacles, if any?

5. Describe any writing or editing you worked on and how it went:

6. What do you most need help with?

7. What would you like to focus on in our upcoming meeting?
MENTORING POST-SESSION FORM

Please email a copy of this form back to your mentor within two days of your meeting.

Name: _____________________ Date: ________ Mentor: ________________

1. The single most helpful thing about this mentoring session was:

2. Insights or knowledge gained, if any:

3. What is your understanding of what you should work on next?

4. What is your understanding of your next deadline?

5. What did you not get to in the mentoring session that you'd still like help with?

6. What would you like to work on in your next mentoring session?

7. Explain any portfolio issues you have that can't wait until the next mentoring session:

8. Questions/comments: