KAUA’I COMMUNITY COLLEGE
Prior Learning Assessment

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I. Overview

A. Purpose
The purpose of this policy is to implement the Prior Learning Assessment (PLA) program. This program awards college credits to students enrolled in degree or certificate programs 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 via other non-traditional educational methods, knowledge and learning equivalent to courses offered for credit in the University of Hawai‘i (UH) System.

B. Intent
The intent of this policy is to:
1. Describe and outline the terms and conditions by which Kaua‘i CC awards PLA credit
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 the Accrediting Commission for Community and Junior Colleges (ACCJC).
3. Ensure consistency in awarding credits based on college-level learning.
4. Ensure the seamless transfer 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
3. Board of Regents Policy Section 5-14.b – Student and Credit Transfer within the University

D. Definitions
1. Prior Learning Assessment
   PLA is a process by 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 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
Below are some methods faculty may use to assess PLA credit. Faculty may choose one of the methods listed below, or may choose several such methods to create a PLA equivalency procedure.

a. **Credit by Institutional Examination (CBIE)**
   
   This option allows students who believe they can demonstrate mastery of a Kaua’i CC course’s student learning outcomes to request a faculty-prepared CBIE to earn credit for that course. CBIE exams may include skills or proficiency demonstrations.

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 earn 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.
   
   (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)**
       
       See [http://clep.collegeboard.org/exams/offered](http://clep.collegeboard.org/exams/offered) for a list of available CLEP tests.
   
   (b) **Excelsior College Examination (ECE) Program**
       
       See [http://www.excelsior.edu/exams/choose-your-exam](http://www.excelsior.edu/exams/choose-your-exam) for a list of available ECE exams.
   
   (c) **Advanced Placement Examination Program (AP)**
       
       See [https://apstudent.collegeboard.org/apcourse](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). See [http://getcollegecredit.com/assets/pdf/DSST_Exam_List.pdf](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.
   
   (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.
   
   (2) NCSE credit may be granted for a particular course of training on a one-time only, case-by-case basis, or it may be added to the list of approved NCSE offerings maintained by the Office of the VCAA.
   
   (3) NCSE will be added to the list only with approval by the appropriate subject-area faculty.
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 to college credit. 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 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.

(d) **Prior Military Training Credit** – Refers to training obtained while in military service that may be converted to college credits. 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), or Sailor Marine ACE Registry Transcript (SMART).

d. **Portfolio-Based Assessment** - Refers to college credit awarded to a student for documenting learning gained outside the college classroom.

   (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 for up to nine credits.

   (2) Full Multiple-Subject Area Portfolios
       (a) Seek credit for courses across diverse academic disciplines
       (b) The number of credits applied for and awarded will vary.
       (c) Such portfolios may require a multi-discipline review committee.

e. **Articulation / Articulation Agreement**

   (1) Articulation means the content of academic courses transferred between institutions is comparable and there is a signed agreement between institutions to accept courses or credits from each other.

   (2) PLA articulation may apply only to a single course or training program from a learning institution.

II. General Conditions

A. Guidelines

   1. 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 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.

4. PLA credits may also satisfy prerequisites for courses at the 100-level and above. However, if the prerequisites is in an academic area in which letter grades are required, the program coordinator or Division Chair of the student’s declared academic program must provide written approval, since PLA credits do not carry letter grades.

5. PLA credit will not be awarded for academic, non-vocational courses under the 100-level.

6. Not every course is 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 PLA 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 be in good academic standing, with no registration holds.

2. Students must be current or former Kaua‘i CC students 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 PLA credits awarded will be applicable to their major or accepted as electives toward their degree.

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 does not impact grade point average.

D. Responsibilities

1. The Chancellor will:

   a. Be responsible for the PLA program at Kaua‘i CC.

   b. Ensure that the components of the PLA Program are carefully monitored, reviewed, evaluated and revised as needed to maintain and improve institutional standards.

   c. Ensure policies and information about PLA processes, including provisions for appeal, are readily available.

   d. Ensure 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.

   e. Create a mechanism to evaluate the effectiveness of the program.

2. The Vice Chancellor of Student Affairs (VCSA) will:

   a. Supervise the daily operations of the PLA program.

   b. Oversee all PLA-related activities under the Student Support Unit.

3. Academic Advisors will:

   a. 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 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.

4. The Registrar or Assistant Registrar will:
   a. Ensure employees in the Registrar’s Office are knowledgeable about the Kaua‘i CC PLA Program.
   b. Provide students who inquire about PLA the instructions and forms required to begin the PLA process.
   c. Record approved PLA credit on student transcripts in a timely fashion as described in III.B.
   d. Promptly review military training transcripts of veterans receiving educational benefits.
   e. Review the military training transcripts of veterans who are not receiving educational benefits.
   f. Ensure that appropriate college credit is awarded and documented on the veterans’ official Kaua‘i CC records.

5. The Vice Chancellor of Academic Affairs (VCAA) will:
   a. Promote an active and ongoing commitment to PLA among the faculty.
   b. Oversee all PLA-related activities that fall under the purview of the VCAA.
   c. Ensure employees who fall under the purview of the VCAA receive the training necessary needed to become competent in PLA issues.
   d. Ensure that PLA credit is transmitted to the registrar for posting on student records.

6. Academic Division Chairs will:
   a. Ensure that division faculty and staff are knowledgeable about the Kaua‘i CC PLA Program.
   b. Assign faculty members to develop Credit by Institutional Examinations or to review a portfolio.
   c. Ensure that assigned faculty members complete their assignment within the prescribed time frames.
   d. Ensure that appropriate documentation is forwarded to the VCAA for processing.

7. Faculty will:
   a. Evaluate student readiness to pursue PLA at Kaua‘i CC, and process PLA request Forms (Attachments 1-3).
   b. Advise students of the CBIE process, prepare and grade examinations, discuss results with the student, complete required documentation and return to the Division Chair within the timeframes set forth in Section III.B.
   c. Review student portfolios and applications for military and NCSE credit as assigned by the program coordinator or Division Chair.

8. Students are:
   a. Responsible for providing the required documentation in a timely manner.
   b. Responsible for all fees associated with PLA.
   c. Responsible for notifying the Division Chair if their request for PLA is not processed within the time frames specified in Section III -B.
   d. Responsible for researching how PLA credits transfer to 4-year institutions.

III. Administrative Procedure
   A. Initiating the PLA Process
1. Students must fill out a PLA application Form (Attachment 1, 2 or 3) and schedule an appointment with their Academic Advisor to discuss PLA options.
2. The Academic Advisor will consult with the student to recommend an appropriate PLA pathway.
3. The Academic Advisor will sign the request form for PLA credit, and help the student to identify the appropriate Division Chair.
4. After the PLA form application form has been completed and processed, the student pays the 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.
6. Depending on the type of PLA Assessment requested, the student will present the completed application with the attached receipt to the Testing Center or to the appropriate faculty member to initiate the assessment process. PLA assessments will 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 working days of a student’s request 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 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 assigned faculty member shall create, administer, and grade such examination within 60 working 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 working days of a formal student request.
      (3) Within 5 working days of completion of the examination, faculty will complete the PLA Credit Award Form (Attachment 4) and forward to the office of the VCAA for processing.
   b. Non-Collegiate Sponsored Education (NCSE)
      (1) NCSE with No Existing Memorandum of Agreement
         (a) When the type of submitted NCSE has not 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 working 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 working days from the date of receipt of the requested material.
         (c) Upon completing the evaluation, the faculty member will complete the credit award form. After discussing it with the student, the faculty member will forward the Credit Award Form (Attachment 4) to the office of the VCAA for processing.
      (2) Existing Memorandum of Agreement
When Kaua’i CC has a Memorandum of Agreement on file with the office of the VCAA for the type of NCSE credit requested, the Academic Advisor will complete the Credit Award Form (Attachment 4) and forward to the office of the VCAA for processing.

c. Portfolio Review
1. The assigned faculty member has 30 working days to review the portfolio, complete the Credit Award Form and specify the credits being awarded, and forward it to the VCAA for processing.
2. Students may file a complaint with the appropriate Division Chair if the required paperwork is not processed in accordance with the above timelines.

C. Fees

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Institutional Exam (CBIE)</td>
<td>$100</td>
</tr>
<tr>
<td>National Standardized Equivalency Exam (NSEE)</td>
<td>Fee charged by testing institution plus $25 administrative fee to Kaua’i 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>Portfolio</td>
<td>$25 per credit</td>
</tr>
<tr>
<td>Portfolio Mentoring</td>
<td>Fee equivalent to full tuition for 3-credit course</td>
</tr>
</tbody>
</table>

D. Faculty Compensation for PLA Activities
1. Faculty members do not receive compensation for consulting with a student regarding the student’s suitability as a candidate for PLA.
2. Faculty members do not receive 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.

<table>
<thead>
<tr>
<th>Service</th>
<th>Faculty Compensation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Credit by Institutional Exam (CBIE)</td>
<td></td>
</tr>
<tr>
<td>Developing an approved exam</td>
<td>$100</td>
</tr>
<tr>
<td>Administering and grading exam</td>
<td>$75</td>
</tr>
</tbody>
</table>
### Grading Exam Only

- **Non-Collegiate Sponsored Education (NCSE)**
  - Not on Approved NCSE List: $100
  - Previously Evaluated/On Approved NCSE List: N/A

### Credit by Portfolio

- Portfolio: $25 per credit to review portfolio
- Portfolio Mentoring: Equivalent to 3-credit course
  - Either overload pay or assigned time

### E. Recording of PLA Credit

1. The Registrar will record authorized credit on the student’s record within 10 working 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 Meet PLA Credit Equivalency

1. When a student’s request for PLA credit is denied, the reviewing faculty member must indicate on the PLA Credit Award Form the reason(s) for the denial.
2. 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**
   - Students seeking college credit for non-collegiate sponsored education must first complete the steps outlined in Section III.A. Administrative Procedures.
   - Students must identify, in consultation with their Academic Advisor, the specific Kaua’i CC courses they seek college credit for, and complete the PLA application form (Attachment 1).

2. **Examination Content**
   - Only CBIE exams developed or approved by the appropriate discipline faculty will be eligible for credit equivalency.
   - The CBIE test will test the student’s mastery of the Student Learning Outcomes of the challenged course.
c. The examination will either be selected from the Kaua’i CC bank of approved CBIE exams, or developed by a faculty member(s) with discipline expertise in the exam area.
d. Upon approval by the Division Chair or program coordinator, 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.

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 to the office of the VCAA.
   b. CBIE examinations developed on other campuses and included in the UH inter-campus PLA test bank may be included in the Kaua’i CC PLA exam bank with the approval of the division chair or program coordinator.
   c. The Kaua’i CC PLA test bank will be maintained by the office of the VCAA.

5. Examination Administration
   a. The standards of evaluation shall be comparable to those used in the classroom course.
   b. All written CBIE tests shall either be administered at the Testing Center, or by other arrangements with the responsible faculty.
   c. Faculty will forward a copy of the approved PLA application form for a 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 48 hours, or 2 working days.
   e. Faculty will discuss the results of the examination with the student and submit the CBIE Credit Award Form (Attachment 4) to the VCAA’s office for processing within 5 working days.

6. The faculty member will discuss the results of the examination with the student and obtain the student’s acknowledgement signature on the PLA Credit Award Form and forward to the VCCA office for processing.

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

9. Procedures for Students
   a. Students are responsible for scheduling CBIE Exams to be administered at the Testing Center
   b. Students will present the Testing Center with either a copy of the receipt for the test fee paid to the Business Office, or the signed PLA application form with receipt attached.

B. National Standardized Equivalency Exam (NSEE)

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, the specific Kaua’i CC courses for which they seek college credit, and complete the PLA request form (Attachment 1).
   c. Students may 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 are 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 and complete the PLA request form (Attachment 1).
   b. Students must schedule an appointment with the Kaua’i CC Testing Center, present the signed PLA request form and a receipt for the administrative fee to the Testing Center at the time of the examination.
   c. When students take an Equivalency Exam at an off-site location, it is the student’s responsibility to ensure their test results are sent to the Kaua’i CC Registrar’s office.
   d. 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. After registering for the exam, the student will schedule an appointment to take the CLEP Test at the Kaua’i CC testing center.

4. Recording Credit by Institutional Examination on Transcripts
   After all required signatures are obtained on the PLA Credit Award Form, the office of the VCAA will forward the PLA Credit Award Form to the Registrar for the official award of credit.

C. Non-Collegiate Sponsored Education (NCSE)
   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, the specific Kaua’i CC courses for which they seek college credit, and complete the PLA request form (Attachment 2).

   2. Not Previously Evaluated or No Existing Memorandum of Agreement.
      a. Subject matter faculty will determine the required documentation that supports the request for Non-Collegiate Sponsored Education credit.
      b. Subject matter faculty will determine the scope of the narrative summary and any other required documentation about the course or training content.
      c. 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 30 working days. 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 program coordinator or division chair, and process the PLA Credit Award Form.
g. The faculty member will notify the student of the credit recommendation in writing.

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 the program coordinator or 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 obtain 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. If credit is applicable the program coordinator or division chair will complete and process the PLA Credit Award Form.

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. Program coordinator or division chair will forward the completed PLA Credit Award Form to the office of the VCAA for processing.

D. Portfolio-Based Assessment

1. 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 pg 20-21) 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 Attachment 8, 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 completed Attachment 8 with them when they meet with their Academic Advisor.

   (2) The Academic Advisor will discuss the portfolio process with the student and will direct the student to the appropriate Academic Division Chair or program coordinator.

d. The program coordinator or 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 process 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 portfolio preparation options below, and will recommend the most appropriate option.

4. Portfolio Preparation Options
(1) Division Chairs will maintain a current list of faculty and lecturers who have agreed to serve as portfolio mentors within their division. The division chair will update the list each fall to reflect the faculty available as portfolio mentors for the current academic year.

(2) 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 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 any required narrative summaries describing prior learning for review at regular intervals during their mentorship.

(6) 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.

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

d. Self-Directed Option

(1) Students may petition to proceed independently in preparing their portfolio.

(2) Students who petition to undertake portfolio preparation without engaging a mentor or taking a portfolio-preparation course must get written approval from a subject-area faculty member.

(3) Self-directed option shall be granted only to those students who have demonstrated advanced writing skills, and who, in the opinion of the discipline faculty member, have demonstrated a professional-level ability to prepare complex materials for rigorous review.

5. Portfolio Development and Content

a. Portfolios must include all documentation that supports the request for college credit. Such documentation must show that the outcome of the student’s non-traditional learning is equivalent to college-level learning outcomes.

b. Discipline faculty will determine portfolio required content.

c. The portfolio may include a written narrative describing, the prior learning acquired and explaining the documentation being submitted.

6. Portfolio Assessment

a. Students who complete a portfolio must submit it to the faculty designated by the appropriate Division Chair or program coordinator.

b. Single-subject-area portfolios require review by a single faculty member.

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

d. The faculty member(s) must review the submitted portfolio within 30 working days.

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e. Faculty may request additional documentation or explanation from the student. If additional materials are requested, the timeline shall extend 30 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 and process the PLA Credit Award Form.
   b. The faculty member will notify the student of the result of the 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 Office of the VCAA for processing.
   e. The office of the VCAA will forward the PLA Credit Award Form to the Registrar for recording on the student’s transcript.
KAUA’I COMMUNITY COLLEGE
PLA Credit by Exam
Institutional Exam (CBIE) or National Standardized Equivalency Exam (NSEE)
Students must pay the requisite fees and attach receipts to this form for request to be complete.

PLA Credit Application

Name: ___________________________________________ UH ID# ______________

Last First MI
Phone: ____________________ Email: ___________________________ Major: ______________

Type of PLA requested
Check one:

☐ Credit by Institutional Exam (CBIE) ☐ National Standardized Equivalency Exam (NSEE)

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<tr>
<th>Course Alpha &amp; Number</th>
<th>Number of credits</th>
<th>Course CRN:</th>
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Academic Advisor:
I have provided the PLA policy guidelines #4-16 to the student.
The CBIE or NSEE is approved and available for the requested course.

_________________________________________  Date __________________________
Advisor Signature                          

PLA Credit Award

Student Name: ___________________________________________ UH ID# ______________

Faculty:
☐ Competency demonstrated & credit approved for the above course  Number of Credits to be Awarded: ____________

☐ Competency not demonstrated & credit denied for the above course

_________________________________________  Date __________________________
Faculty Signature                          

15
**KAUA’I COMMUNITY COLLEGE**

**Request for PLA Credit for Non-Collegiate Sponsored Education (NCSE)**

*Students must pay the requisite fees and attach receipts to this form for request to be complete.*

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?

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**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. **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. **KCC NCSE unapproved 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: __________________________________________
________________________________________________________________________________________________
________________________________________________________________________________________________

**PLA CREDIT AWARD**

**Non-Collegiate Sponsored Education (NCSE)**

Student’s Name: __________________________________________  UH ID#__________________________

Last Name  First  MI

Type of PLA Credit to be Awarded (check one):

☐ Non-Collegiate Sponsored Education  ☐ Portfolio Assessment

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Faculty

☐ Competency demonstrated & credit approved  Total number of credits to be awarded: __________

☐ Competency not demonstrated and credit denied: Please explain: __________________________________________

_____________________________________________________

Faculty Signature  Date

Student Signature  Date
KAUA’I COMMUNITY COLLEGE
PLA Credit Application
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: __________

List the courses you are applying for PLA credit.

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

List the evidence of prior learning can you gather to support your portfolio.

☐ Certificates ☐ Letters from supervisors ☐ Transcripts ☐ Awards ☐ Samples of work

☐ Other: please describe

Academic Advisor
I have provided the PLA policy guidelines #4-16 to the student. __________________________________________

_________________________________________________________________________________________________________

Academic Advisor Signature Date

Faculty
I have discussed this request with the student and approve the PLA evaluation requested above.

_________________________________________________________________________________________________________

Faculty Signature Date

Division chair
Name of mentor assigned: ________________________________

_________________________________________________________________________________________________________

Division Chair Signature Date
Prior Learning Assessment Policy

Faculty

I have discussed this request with the student and not approve the PLA evaluation requested above.
Please explain.

_________________________________________________________________________________________________________
Faculty Signature

Date

_________________________________________________________________________________________________________
PLA CREDIT AWARD

Portfolio Based Assessment

Student’s Name: _________________________________________ UH ID#__________________________

Last Name

First

MI

Type of PLA Credit to be Awarded (check one):

□ Non-Collegiate Sponsored Education

□ Portfolio Assessment

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</table>

Faculty

□ Competency demonstrated & credit approved

Total number of credits to be awarded: __________

□ Competency not demonstrated and credit denied: Please explain:

_________________________________________________________________________________________________________
_________________________________________________________________________________________________________

Faculty Signature

Date

Student Signature

Date
Is the Portfolio Process Right for Me?

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 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 the deadlines for submitting written work?
7. Are you willing to rewrite your work several times if your mentor suggests changes?
8. Have you ever synthesized a substantial amount of diverse information into a single report?
9. Are you confident 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 letters of support or testifying you have the expertise, training, and knowledge you claim?
11. Do you have at least eight documents that provide evidence to support your claims of prior learning? Examples 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.
The Four Hallmarks of Effective Prior Learning Portfolios

1. Portfolios provide concrete evidence of learning achieved.
2. Portfolios clearly show how prior learning equates to the learning objectives of each course for which credit is sought.
3. Portfolios are well organized and well presented. A disorganized, sloppy portfolio will not argue your case favorably.
4. Portfolios may include a well-written, detailed narrative describing how your background qualifies you for PLA credit.

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

Organizing Your Portfolio

1. Your assigned mentor/faculty will determine the final format required for organizing your portfolio.

Writing Your Narrative (if required)

1. Your assigned mentor/faculty will notify you of any narrative requirement and its specific components.
2. If a narrative is required 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.
3. It’s important to include specific names, dates, and places whenever possible.
4. The assigned mentor/faculty will determine the required length of narrative.

Providing Documentation of Prior Learning

1. Discuss with your assigned mentor/faculty the appropriate documents to be included in your portfolio.
2. Documentation may include but is not limited too:
   0 Training and/or work records
   0 A resume
   0 Samples of work
   0 A list of accomplishments
   0 Copies of awards, certificates achieved, or honors
   0 Professional licenses or certifications
   0 Performance appraisals
   0 Letters of verification from supervisors/coworkers on company letterhead
   0 Endorsements from clients, supervisors, community members
   0 Photographs, videos, or slides of projects completed
   0 Evidence of self-directed study

SUBMITTING YOUR PORTFOLIO

1. Submission can be either electronic or paper. Your assigned mentor/faculty will determine the method of submission.
2. If the review committee requests additional documentation, the timeline for review will extend for another 15 days from the time you submit that documentation.