

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 under 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 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 Statutes 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 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 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 Student Learning Outcomes (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> for a list of available CLEP tests.
 - (b) Excelsior College Examination (ECE) Program
See <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> for a list of AP subject areas tests.

- (d) Defense Activity for Non-Traditional Education Support (DANTES)
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.
- (1) If the non-collegiate sponsored education credit requested has not been previously evaluated and approved for credit at Kaua'i CC, the appropriate faculty must approve the NCSE.
 - (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. 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.
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), Sailor Marine ACE Registry Transcript (SMART), etc.].
- d. Portfolio-Based Assessment - Refers to college credit awarded to students for documenting learning gained outside the college classroom.
 - (1) Document learning in either a single course or a cluster of courses within the same discipline, such as a series of courses in math.
 - (2) Single subject-area portfolios can be submitted in application of up to nine credits.
- e. Articulation / Articulation Agreement
 - (1) Articulation means the content of academic courses that are transferred between institutions is comparable.
 - (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 PLA.
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.
4. PLA credits may also satisfy prerequisites for courses at the 100-level and above. However, if the prerequisite is in an academic area in which letter grades are required, the Program Coordinator or Division Chair of students’ declared academic programs 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 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 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 any PLA credits awarded will be applicable to students' majors or will be 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 students have 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. The Chancellor will:
 - a. Be responsible for the PLA program at Kaua'i CC.
 - b. Ensuring that the components of the PLA Program are carefully monitored, reviewed, evaluated and revised as needed to maintain and improve institutional standards.
 - c. Ensuring policies and information about PLA processes, including provisions for appeal, will be readily available.
 - d. 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.
 - e. Creating a mechanism to evaluate effectiveness of the program.
2. The Vice Chancellor Student Affairs (VCSA) will:
 - a. Supervise the daily operations of the PLA program.

- b. Oversee all PLA-related activities under the Student Affairs Division.
3. Academic Advisors will:
 - a. Interview and screen students for PLA suitability.
 - b. Counsel students on the advisability of seeking PLA credits in view of their academic goals.
 - c. Inform students PLA credits might not articulate to four-year colleges.
 - d. 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.
 - e. Remain knowledgeable about PLA options at Kaua'i CC and within the UH system.
4. The Registrar or Assistant Registrar will:
 - a. Ensure employees of the Registrar's Office are knowledgeable and supportive of the Kaua'i CC PLA Program.
 - b. Record approved PLA credit on student transcripts in a timely fashion as described in III.E.
 - c. Review military training transcripts of all veteran students and advise them when military training could be converted to college credit.
 - d. Ensure that appropriate college credit is awarded and documented on the veterans' official Kaua'i CC records.
5. Vice Chancellor Academic Affairs (VCAA) will:
 - a. Promote an active and ongoing commitment to support PLA among the faculty.
 - b. Oversee all PLA related activities that fall under the purview of the VCAA.
 - c. Ensure that employees who fall under the purview of the VCAA receive the training necessary 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. Find faculty members to develop Credit by Institutional Examinations or to review a portfolio.
 - c. Ensure that faculty members complete their grading of PLA exams and/or reviews of portfolios within the prescribed time frames.
 - d. Ensure that appropriate documentation is forwarded to the VCAA for approval and 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 students, 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.
8. Students are:
- a. Responsible for providing all required documentation in a timely manner.
 - b. Responsible for all required fees associated with PLA.
 - c. 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 four-year institutions.

III. Administrative Procedures

A. Initiating the PLA Process

1. Students must schedule an appointment with their Academic Advisor to discuss PLA options and fill out a PLA application Form (Attachment 1, 2 or 3).
2. The Academic Advisor will consult with students to recommend a potential PLA pathway.
3. The Academic Advisor will sign the request form for PLA credit, and help the students identify the appropriate Division Chair.
4. After the PLA Request Form has been completed and processed, students must pay the administrative fee for the type of PLA evaluation being sought to the Business Office (see Section III.C). The Business Office shall affix a copy of the receipt to the PLA Request Form.
5. Depending on the type of PLA Assessment requested, students will present the signed forms 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 working days of when a student requests PLA, the participating faculty and the student must agree on a date for the evaluation to be administered.
4. Requests for CBIE can be submitted until week 12 of instruction (fall and spring semesters).
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 45 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, the faculty member will complete the PLA Credit Award Form (Attachment 4) indicating whether credit is granted or denied and specify the credits being awarded; notify the student of the results of the same; and forwarded the PLA Credit Award Form to the Division Chair, who will forward it to 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 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 working days of receiving such documentation.
 - (b) If the faculty member requests additional documentation from students in order to complete evaluations, the time frame shall extend for another 30 working days from the date of receipt of the requested material.
 - (c) Upon completing an evaluation, the faculty member will complete the PLA Credit Award Form (Attachment 4) indicating whether credit is granted or denied and specify the credits being awarded; notify the student of the results of the same; and forwarded the PLA Credit Award Form with the original PLA Request Form to the Division Chair, who will forward it to the VCAA for processing.
 - (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 PLA Credit Award Form (Attachment 4) and forward to the VCAA for processing.
- c. Portfolio Review
- The reviewing faculty member has 30 working days to review the portfolio; complete the PLA Credit Award Form (Attachment 4) indicating whether credit is granted or denied, and specify the credits being awarded; notify the student of the results of the same; and forward the PLA Credit Award Form

with the original PLA Request Form to the Division Chair, who will forward it the VCAA for processing.

- d. Students may file a grievance with the appropriate Division Chair if the required paperwork is not processed in accordance with the above timelines.

C. Fees

Type of PLA	Fee
Credit by Institutional Exam (CBIE)	Equivalent to 50% regular tuition for course credit hours attempted
National Standardized Equivalency Exam (NSEE)	Fee charged by testing institution plus any Kaua'i CC Testing Center fees, if applicable.
Non-Collegiate Sponsored Education (NCSE)	
Not on Approved NCSE List	No fee
Previously Evaluated/On Approved NCSE List	No fee
Credit by Portfolio	
Portfolio	Equivalent to 60% regular tuition for course credit hours attempted

D. Faculty Compensation for PLA Activities

1. Faculty members do not receive compensation for consulting with students regarding students' suitability 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 students and approving such an examinations to meet Kaua'i CC requirements.
3. Faculty will be compensated as follows

Type of PLA	Faculty Compensation
Credit by Institutional Exam (CBIE)	
Developing, administering and grading exam	\$100
Administering and grading previously prepared exam	\$50
Credit by Portfolio	
Portfolio	\$100
Portfolio Mentoring	\$300

E. Recording of PLA Credit

1. The Registrar will record any authorized credit on the student records within 10 working days of receiving the PLA Credit Award Form.
2. CBIEs will appear as CE units on the student transcripts.
3. Credit earned by national standardized testing or for non-collegiate sponsored education will appear as CR on student transcripts.
4. Credits granted for portfolios will be recorded as PLA on student transcripts.
5. No letter grades will be assigned for any PLA.

F. Failure to Demonstrate PLA Competency

1. When student requests for PLA credit are denied, reviewing faculty must indicate on the PLA Credit Award Forms the reasons.
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 PLA Flow Chart, Attachment 5, 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. 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 student 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.
3. 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 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.
 4. 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 2 working days.
 5. Within 5 working days of completion of the examination, the faculty member will complete the PLA Credit Award Form (Attachment 4) indicating whether credit is granted or denied and specify the credits being awarded; notify the student of the results of the same; and forwarded the PLA Credit Award Form with the original PLA Request Form to the Division Chair, who will forward it to the VCAA for processing.
 6. The VCAA will forward the PLA Credit Award Form to the Registrar for the official award of credit.
 7. 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, which specific Kaua'i CC courses they seek college credit for, and so indicate on 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 student transcripts 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 (paragraph III.C. above) to the Testing Center at the time of the examination.
 - c. When students take an Equivalency Exam at an off-site location, it is their 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 administrative fee (paragraph III.C. above) to the Business Office and present the receipt to the Registrar before credit can be posted to student transcripts.
 3. Specific Procedures for CLEP Testing
 - a. After the Academic Advisor signs the PLA Request Forms and students pay the administrative fee to the Business Office, students can log into the CLEP Test Site at <http://clep.collegeboard.org/> to register online for selected exams.
 - b. After registering for the exam, students will schedule appointments 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 with the original PLA Request Form to the Registrar for the official award of credit.

C. Procedures for 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, 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.

- 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. Students must submit completed application packages to the subject-matter faculty member for review.
- d. The faculty member must review submitted application packages within 30 working days. The faculty member may request additional documentation or explanation from students.
- e. Upon completion of a review, the faculty member will discuss the credit recommendations with the Program Coordinator or Division Chair, complete the PLA Credit Award Form (Attachment 4) indicating whether credit is granted or denied, and specify the credits being awarded; notify the student of the results of the same; and forward the PLA Credit Award Form along with the original PLA Request Form to the Division Chair, who will forward it the VCAA for processing..

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. Students will complete a 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 students after the PLA decisions are 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. Students shall obtain a copy of the certification materials from the Admissions and Records Office, who will indicate on each that it is a copy, and attach the copies to their PLA Request Form (Attachment 2).
 - d. The Academic Advisor and Division Chair will review PLA requests for completeness. If credit is applicable the Division Chair will complete PLA Credit Award Forms (Attachment 4) and obtain students' signatures.
 - e. 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 Program Coordinator or Division Chair will forward the completed PLA Credit Award Form with the original PLA Request Form to the office of the VCAA for processing.

D. Procedures for 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 6) available on the PLA website or in the Student Counseling Area and review the Guidelines for Preparing a PLA Portfolio (Attachment 7).
 - b. After completing Attachment 6, students who believe they will benefit from a portfolio review will make an appointment with their Academic Advisor and complete a Credit-by-Portfolio Request Form (Attachment 3).
 - (1) Students must bring a copy of their completed Attachment 6 with them when they meet with their Academic Advisor.
 - (2) The Academic Advisor will discuss the portfolio process with students and will direct them to the appropriate Division Chair or Program Coordinator.
 - c. The Program Coordinator or Division Chair and a faculty member in the subject area will assess whether students have the appropriate background and readiness to pursue the portfolio process, and if so, will process PLA Request Forms (Attachment 3).
 - d. 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.
2. Portfolio Preparation Options
 - a. Portfolio Mentorship

- (1) Division Chairs will maintain a current list of faculty and lecturers who have agreed to serve as 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 students' prior learning meets the SLOs.
 - (4) Students will submit their assembled documents and any required narrative summaries describing prior learning for review at regular intervals during their mentorship.
 - (5) 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.
 - (6) The number of mentoring meetings scheduled with portfolio applicants will increase when there are multiple students in a group.
 - (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) Mentors will not serve as reviewers for portfolios from students they have mentored.
- b. 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 support requests for college credit. Such documentation must show that the outcomes of the students' non-traditional learning are equivalent to the SLOs for the courses for which they are requesting credit.
 - 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.
4. 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. The faculty member(s) must review the submitted portfolio within 30 working days.
 - d. Faculty may request additional documentation or explanation from students. If additional materials are requested, the timeline shall extend 30 working days from time of receipt of those materials.
5. 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 students of the result of the review of the students' portfolio requests 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 Forms with the original PLA Request Forms to the Division Chair, who will forward it to the VCAA for processing.
 - e. The office of the VCAA will forward the PLA Credit Award Forms to the Registrar for recording on the student's transcript.

KAUA'I COMMUNITY COLLEGE Request for PLA Credit by Exam

Credit by 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.

Name: _____ UH Number _____
 Last First MI

Phone: _____ UH Email: _____ Major: _____

Type of PLA requested (check one):

<input type="checkbox"/> Credit by Institutional Exam (CBIE)	<input type="checkbox"/> National Standardized Equivalency Exam (NSEE)
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Fill in below what course you are requesting PLA credit:

Course Alpha & Number	Name of Course	Number of Credits

Academic Advisor:

I have provided the PLA policy guidelines KCCP 4-16 to the student.
The CBIE or NSEE is recommended for the requested course.
I have discussed PLA benefits and risks with this student:

Academic Advisor Signature Print Name Date

Faculty: I have discussed this request with the student and
___ agree (fee assessed CBIE only) ___ disagree (no fee assessed) to authorize this PLA evaluation:

If declined, please explain here and initial:

PLA Fee* (CBIE – 50% regular tuition; NSEE – No Fee)	\$ _____
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*PLA fee is non-refundable even if no credits are awarded

Faculty Signature Print Name Date

Student Signature Print Name Date

If "disagree," please explain here: _____

Division Chair Signature

Print Name

Date

Student Signature

Print Name

Date

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_____ agree (fee assessed) _____ disagree (no fee assessed) to authorize this PLA evaluation.

If agree also, the student has chosen the:

(check one) _____ Mentoring Option _____ Self-directed Option

If declined, please explain here and initial:

PLA Fee* (60% regular tuition for attempted credits)	\$
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*PLA fee is non-refundable even if no credits are awarded

Faculty Signature	Print Name	Date
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Student Signature	Print Name	Date
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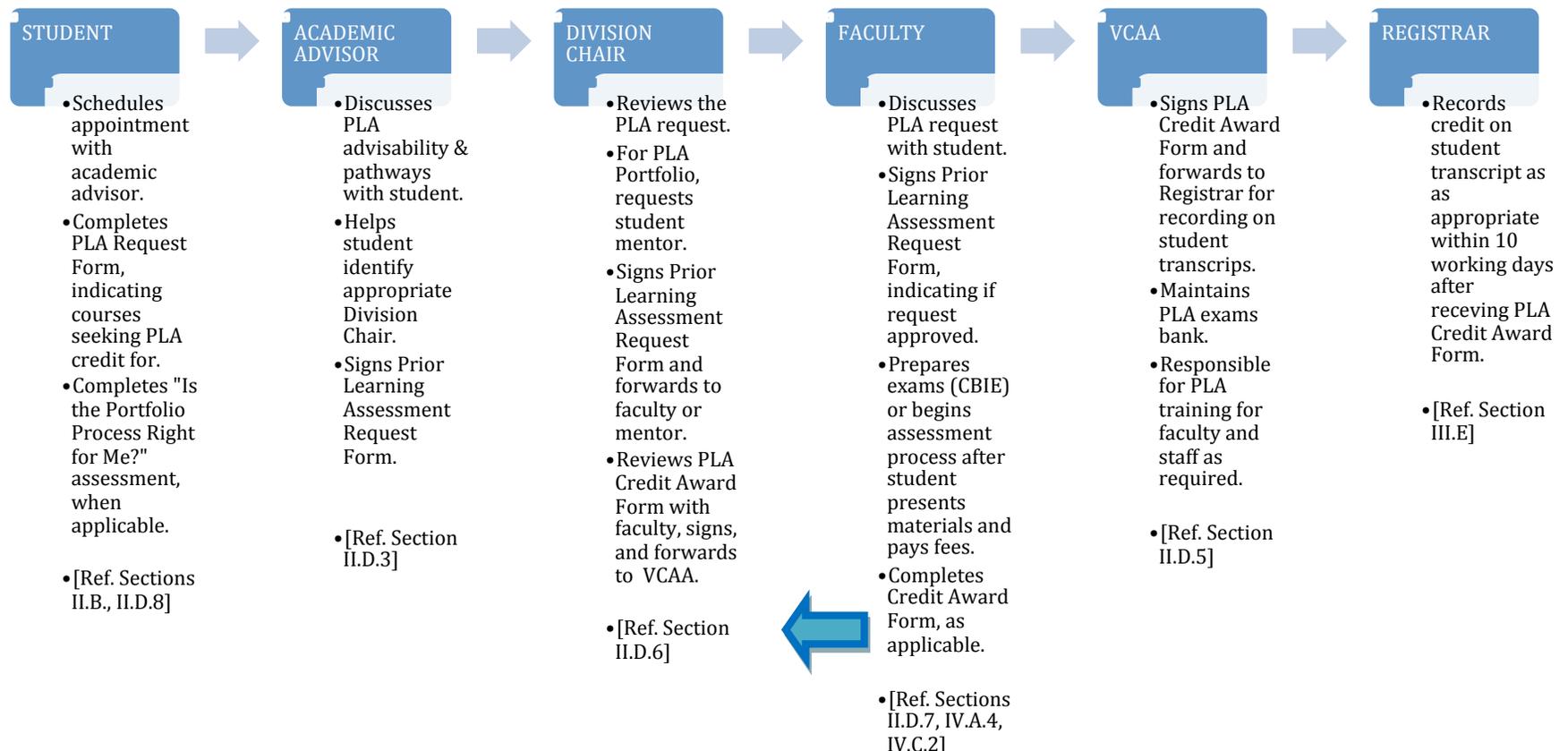
If Mentoring Option is selected above:

Division Chair:

Name of the faculty mentor _____

Division Chair Signature	Print Name	Date
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KAUA'I CC PLA PROCESS



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 Ariel 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.