

OWENS COMMUNITY COLLEGE
PROCEDURES

Prior Learning Assessment Procedures

Board Policy No.: 3358:11-2-60

PROCEDURES

Prior Learning Assessment (PLA) allows a student the opportunity to demonstrate meeting a course's student learning outcomes and to earn college credit for learning done outside the classroom. PLA must be assessed by qualified faculty and/or evaluators.

Course credit can be obtained in the following ways:

1. Articulated Credit
 - a. Articulation Agreements – Articulation agreements are agreements between local secondary and adult educational institutions and the College. To request credit, a student must submit an official transcript and the appropriate form to the Records Office. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill Owens degree requirements, or universities
 - b. Career Technical Assurance Guides (CTAG) – CTAGs provide statewide approval that certain courses will transfer between systems including secondary, adult education and post-secondary institutions. To request credit, a student must submit an official final high school transcript to the Records Office. The student's Career Center must submit the CTAG form to the Records Office. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.
 - c. Licensures and Certifications – A student can earn credit through documentation of professional training including licensure, certification, or other credentials. The student must submit documentation to the appropriate academic department. The faculty and academic administration will determine if any course credit can be awarded. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.
2. Credit by Exam
 - a. Advanced Placement (AP) – The College Board's AP Program offers a student the ability to earn college credit by exam for multiple courses while in high school. A student with an AP exam score of 3 or above will be awarded the aligned course credit. A student who wishes to obtain AP credit should request scores be sent to Owens Community College using school code 1643. A student can request this through the College Board website. AP test scores may also be submitted on an official high school transcript.

OWENS COMMUNITY COLLEGE
PROCEDURES

- b. College Level Examination Program (CLEP) – The College Board’s CLEP exams offers a student the ability to earn college credit for knowledge and skills learned outside of the classroom. A student who passes these exams with a minimum score or better will receive college credit. A student can view the available exams, minimum scores, testing locations, and pricing at the College Board’s CLEP website. At the time of the CLEP exam, a student who wishes to obtain CLEP credit should request scores be sent to Owens Community College using school code 4367 for Toledo or school code 4819 for Findlay.
- c. Owens Proficiency Tests – Proficiency tests are developed by Owens Community College faculty and academic administration to allow a student to demonstrate competency for a course without enrolling in it. Testing fees may vary and a student is encouraged to talk with an advisor and/or a department chair about the process. A list of available tests and fees are available at <https://www.owens.edu/testing/prof/>. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.

3. Military Credit

- a. Military Transfer Assurance Guides (MTAG) provide a statewide guarantee that certain types of military training, coursework, and/or experience will transfer as an existing college course. MTAG coursework currently aligns with the state’s Ohio Transfer Module (OTM), Transfer Assurance Guides (TAGs), and Career-Technical Assurance Guides (CTAGs). A student with experience or coursework not covered by the MTAG system should contact the College’s Office of Veterans Services.
- b. DSST exams are nationally standardized exams. A student who passes the DSST exam with a minimum score or better is awarded college credit. Students can view the exams available, minimum scores, locations, and pricing at the DSST website at <http://getcollegetcredit.com/>. At the time of the DSST exam, a student who wishes to obtain DSST credit should request scores be sent to Owens Community College using school code 4367. A student who wishes to obtain previous DSST exams should download the order form from the DSST website.

4. Portfolio-Based Assessment

Owens Community College recognizes that a student may come to the college with knowledge and skills gained through life experience. Portfolio-based assessment provides a method by which a student can document the experience for consideration of college credit. Documentation within the portfolio must contain evidence of college-level learning that matches the student learning outcomes of a given course. Applying for credit does not guarantee credit will be awarded. An Owens’ portfolio assessor will assist the student in the portfolio process, however it is the student’s responsibility to

OWENS COMMUNITY COLLEGE
PROCEDURES

construct and write the portfolio. The Owens' portfolio assessor will also evaluate the portfolio and make a recommendation to the department chair and school dean. Portfolio and waiver fees may vary, and a student is encouraged to talk to the Advisor, Prior Learning Assessment (PLA) Specialist, and/or department chair about the process. Credit will be reflected on the transcript as a "CR" for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.

a. Portfolio Appeal Process

When a student disagrees with a portfolio review decision issued by the portfolio assessor, the student may appeal the decision by initiating the portfolio appeal form. A portfolio appeal may be initiated if the student was graded differently than the criteria stated on the portfolio rubric and/or course learning outcomes.

The student must initiate the portfolio appeal by discussing the decision with the individuals in the order listed below until either a resolution is reached, or all steps are completed:

1. (Step 1) Advisor, Prior Learning Assessment (PLA) Specialist
2. (Step 2) Portfolio Assessor/Chair of the department/program manager in which the course is offered.

If taking the steps above does not result in an acceptable resolution, the Portfolio Appeal Form must be formally submitted by the student to the Academic School Dean of the school in which the course is offered by the end of the semester following the semester in which the portfolio was submitted, including summer semester. The appeal will be reviewed by the Academic School Dean. The decision of the Academic School Dean is final.

If a portfolio approval is warranted, the portfolio assessor will be contacted by the person in the applicable step in the appeal process to submit a new rubric to the Records Office for processing. The signed Portfolio Appeal form shall be submitted to the Records Office and included in the student's record.

5. Owens Skills Assessment

A skills assessment, developed by Owens Community College faculty and academic administration to allow a student to demonstrate competency for a course without enrolling in it. The assessment fee may vary, and a student is encouraged to talk with an Advisor, the Advisor, Prior Learning Assessment (PLA) Specialist, and/or a department chair about the process. Credit will be reflected on the transcript as a "CR" for each course. This credit can fulfill Owens degree requirements but may not be transferable to other colleges or universities.

Other Policies/Procedures/Documents for Cross Reference

Link: <https://www.owens.edu/trustees/policies/>

1. **3358:11-2-51 Graduation Requirements Policy and Procedures**

OWENS COMMUNITY COLLEGE
PROCEDURES

2. Rubric for Portfolio-Based Assessment

3. Portfolio Appeal Form

Effective Date 12-1-20

Updated 5-5-22 for position title.