



## Pima County Community College District Administrative Procedure

<i>AP Title:</i>	<b>Assessment of Prior Learning</b>
<i>AP Number:</i>	AP 3.20.01
<i>Adoption Date:</i>	5/16/00
<i>Schedule for Review &amp; Update:</i>	Every three years
<i>Review Date(s):</i>	3/12/14, 10/5/16
<i>Revision Date(s):</i>	3/12/14, 10/5/16
<i>Sponsoring Unit/Department:</i>	Office of the Provost
<i>Policy Title(s) &amp; No(s).</i>	Assessment of Credit for Prior Learning, BP 3.20
<i>Legal Reference:</i>	
<i>Cross Reference:</i>	

### **PURPOSE**

Credit for prior learning recognizes that students may have had documentable learning experiences outside the college classroom that are equivalent to the required competencies in a Pima Community College course. Prior learning is college-equivalent learning acquired through non-traditional school, work or other life experiences.

### **SECTION 1: Acceptance of Prior Learning**

Pima Community College may accept, at the discretion of the department faculty group, credit earned through a variety of non-traditional methods. These might include skills from military service, job-related training, and volunteer arenas. A student must be accepted to Pima Community College before any evaluation of prior learning occurs.

- A. National Standardized Tests. Credit may be awarded for national standardized exams, such as CLEP (College Level Examination Program), AP (Advanced Placement), GED® (General Educational Development), and IB (International Baccalaureate), based on the student achieving an identified cut score. Cut scores and equivalencies are reviewed and recommended by the appropriate department faculty group, per the equivalencies agreed upon by the state wide Articulation Task Force. The recommendations are given to the Assistant Vice Chancellor for Curriculum and Academic Services for final approval.
- B. Challenge Exams/Assessment. A challenge exam or assessment may be offered for individual courses. The assessment should be designed to verify that the student met the course outcomes and, upon successful completion of that assessment, students will receive credit for the course.
- C. Evaluated Military Training. Credits awarded from transcripts of military service and professional certifications/training are accepted, utilizing American Council on Education (ACE) recommended equivalencies
- D. Non-Credit to Credit (Mirror Courses). College credit may be awarded for non-credit courses, including clock-hour courses, which have the same competencies and outcomes as credit courses. Students must have documented assessments reflecting the learning outcomes of the class in order to earn credit.
- E. Evaluated Industry Certificates and Training Programs. College credit may be awarded for professional training courses or recognized industry credentials which have been evaluated by an organization such as (ACE).
- F. Portfolio Evaluation. Pima may award credit earned through portfolio evaluation. Any accepted portfolio must offer detailed evidence of learning outcomes with supporting documentation, and should include descriptions of professional experience if appropriate.

## **SECTION 2: Transferability of Prior Learning**

Most colleges and universities accept credit awarded for CLEP, AP and IB, but they do re-evaluate credit for those exams scores based on their own policies. Credit received through other types of Prior Learning Assessment is not necessarily transferable to other colleges and universities. Pima Community

College will apply credit for prior learning toward transfer programs if any of the three state universities agree to accept those credits.

### **SECTION 3: Grades Awarded for Prior Learning**

Credits awarded for national standardized tests will be designated on a student transcript as TP (Transfer Pass) grades, rather than letter grades. Credits are not awarded for scores below the minimum indicated in the catalog. Credit earned via challenge exam will be indicated on the student transcript by placing an “X” to the left of the assigned grade. Credit earned through all other types of prior learning assessment will be indicated on the student transcript by placing an “O” to the left of the assigned grade.

### **SECTION 4: Qualifications and Allowance of Prior Learning Credits toward Degree or Certificate Completion**

Students must meet qualifications to have prior learning credits posted on their transcripts. Those qualifications will be defined in the Procedures Manual for Prior Learning Assessment. The College will allow a maximum of 50% of a program’s credits to be earned through prior learning assessment. Credits earned through Prior Learning Assessment do not apply toward the minimum credits required to be earned in residence at Pima Community College toward degrees and certificates. Credit will not be awarded for a lower level or prerequisite course when credit has already been earned in a higher level course within the same field, unless those specific courses are required to meet degree or prerequisite requirements.