

Assisting Adult Learners in Obtaining their College Degrees



Prior Learning Assessment

YSU's Policy is Student-Centered, Faculty-Driven

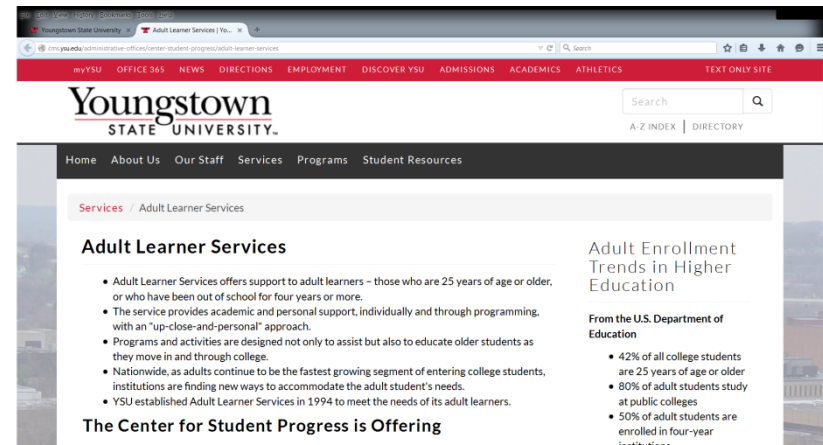
- The Student is responsible for translating the learning that occurred outside the classroom into materials that can be evaluated with the guidance of University Personnel
- The Student must demonstrate their mastery of the knowledge
- The University needs to be consistent and transparent in the awarding of PLA credit
- The Faculty determine if the student has mastered the knowledge
 - The Faculty determine if credit is earned
 - The Faculty determine if the learning meets academic rigor



YSU's Policies and Procedural Manual

The Document is divided into five sections:

1. General Guidelines
2. Portfolio Procedures
3. Credit by Exam
4. Military Credit
5. Future Concerns/Tasks



Section One – General Guidelines

(Summary)

- To apply for PLA credit, an individual must be eligible for admission to YSU.
- PLA credit can only be awarded when a student successfully passes a minimum of six (6) semester hours of coursework.
- PLA credits satisfy prerequisite requirements in the same manner as their course equivalencies .
- Students may not apply for PLA credit for a course in which they are currently enrolled, for a course for which they have earned a failing grade, or for a course they have audited.
- **PLA credit at Youngstown State University receives a grade of “CR” (Credit) or “NC” (No Credit). Awarded PLA credit is recorded by the University Registrar or his/her designee. No quality points are earned, and such credit does not enter into grade point average determination. When a student is awarded PLA credit, with a grade of CR, the credit may be applied to his or her major or minor areas of study. Other guidelines associated with the awarding of CR credit are not applicable to PLA credit hours.**
- YSU accepts credit for PLA that has been awarded by other regionally-accredited institutions.

Section One – General Guidelines

(Summary)

- A student who intends to transfer and use YSU PLA credit to meet degree requirements at another institution should consult the transfer institution to see if the PLA credit meets their requirements.
- A student who has not earned college-level credit in a subject area may take a standardized exam for courses offered by YSU.
- To award PLA credit, the appropriate faculty member will develop learning outcomes and/or the process for assessing mastery level. The rubric or matrix will be endorsed by the department chairperson or chairperson designee.
- **All work assessed for PLA credit must meet a minimum of “C” level proficiency; the “C” level must be determined by faculty members in order to maintain academic integrity and rigor. In some situations, such as an elective general education course, a minimum of “D” level proficiency may be acceptable (as required by the Ohio Board of Regents – “PASSING GRADE - Passing grades include the grades of A, B, C, and D. The grade of D- is also included as passing at some, but not all, Ohio institutions” -<https://www.ohiohighered.org/node/633>).**
- All materials associated with PLA credit become the property of YSU.
- PLA credit does not count toward YSU’s residency requirements.

Section Two - Portfolio

- The Student will meet with the PLA Coordinators and discuss his/her prior learning. If standardized/challenge exams are not available, then the PLA Coordinator may recommend that the student complete a Portfolio Course (1 s.h. of credit, CR/NCR, with a fee of \$300)
 - The fee is to pay two faculty members to evaluate the portfolio



Portfolio Cont...

- The primary goal is to award credit to specific courses with specific learning outcomes
- The learning may be equated to an internship or clinical course
- If the Faculty Members determine that the credit is too broad or overlaps learning outcomes from various courses, then they may award credit into one of the following courses:
 - PLA 3780
 - PLA 2680
 - The amount of credit to award and the level of learning (lower or upper division will be determined by the Faculty Members)
- The Faculty Members, in consultation with the Department Chairperson, will determine how PLA 3780/2680 applies to the Degree:
 - Substitute for required courses
 - Considered discipline required, general elective hours within the major
 - Considered general elective hours



Section Three - Exams

Youngstown State will:

- Expand test offerings
- Standardize test offerings
- Centralize PLA credit testing on Campus



Expansion

- YSU will accept all Standardized Exams (college-level examinations delivered by a third-party vendor that allow students to receive college credits in certain courses)
- If a Department does not believe the Standardized Exam created for their discipline demonstrates academic rigor, then the Department may develop a Department Challenge Exam.
- Information will then be placed on the YSU website. If any department is currently offering challenge exams, then that information should be submitted by September 30, 2015, so it can be included on the website.
- The department challenge exam should be sent to the Comprehensive Testing Center.
- Testing will be administered at the Testing Center and forwarded to the department for grading.



When an Exam is Deemed Inadequate for Evaluating Learning in a Discipline

- In some situations, faculty members may not be convinced that an exam permits a student to demonstrate his or her mastery of the knowledge and/or skills.
- If this occurs, then the department may require a portfolio prior to considering awarding PLA credit.
- The decision to require a portfolio instead of a CLEP or Department Challenge Exam must be provided in writing by September 30, 2015.

PORTFÓLIO

Você já criou o seu? Se não corra para montar!



Standardization

- YSU will maintain an updated webpage detailing exam opportunities to students.
- The application form to take an exam (standard or challenge exam) will be available to students on the PLA website along with a list of available CLEP, DSST, and department challenge exams.
- Students will be directed to complete the application form and submit it to the PLA Coordinator who will then forward the document to the appropriate department for approval.
- The PLA Coordinator would then arrange for the testing to take place at the Comprehensive Testing Center.



Centralization



- PLA information will be centralized in a designated PLA office which is administered by a PLA Coordinator.
- The PLA Coordinator or designee will be responsible for responding to student questions, providing a point of entry from which students begin the credit by exam process.
- YSU will be developing and maintaining a PLA website, and collaborating/coordinating with departments and the Comprehensive Testing Center in updating and establishing policies and reviewing materials.



Additional Guidelines (summary)

- Students may NOT take a CLEP test, department challenge exam, or other credit by exam opportunity for any course in which they are currently enrolled or have previously been enrolled and earned an evaluative grade.
- Students who have already received credit for coursework for a subject in which the courses are sequential may not receive academic credit by means of CLEP, department challenge exam, or other credit by exam opportunity for an earlier prerequisite course. (NOTE – this guideline is being reviewed by another University Committee and may change with their report and approval of the Academic Senate).
- Students pursuing a baccalaureate degree may earn up to a maximum total of 30 semester hours via credit by; an associate degree may earn a maximum total of 15 semester hours via credit by exam.
- According to College Board policy, students wishing to retake a CLEP exam must wait three months before retesting.



Section Four - Military Credit

- The Air Force provides colleges and universities transcripts for their military personnel. The other Armed Forces provide a Joint Service Transcript (JST) which also provides colleges and universities transcripts for military personnel (please see Appendix C for an example of a JST).
- The credit on a JST has been evaluated and assigned by the American Council on Education (ACE). The credit found on the Air Force and JST is credit awarded for classroom and skills/laboratory learning. This credit is placed on Youngstown State University's transcripts for students as transfer credit.



How Credit is Evaluated and Applied to the Transcript

- Students must provide a copy of their military transcript to the Office of Veterans Affairs who will then submit it to the Office of Degree Audit for inclusion on the YSU transcript.
- The Office of Degree Audit or the PLA Coordinator may ask an Academic Department to determine if the course is equivalent to a course offered in their discipline(s). If it is determined that the credit to be awarded is for general education credit, the course will be reviewed by the General Education Coordinator and the appropriate GE Domain representative.
- If ACE guidelines indicated that a course is a technical course, then approval to place the credit hours on the student's YSU transcript must be obtained from an Academic Department.
- Not all courses listed on the JST are awarded the same number of semester hours as a course at Youngstown State University. In these situations, an Academic Department has the ability to combine two or more courses that they believe together are equivalent to a course offered in their Department. That decision rests entirely with an Academic Department.

JST – Example of Partial Credit

File Edit View History Bookmarks Tools Help

comboReportServlet - Arm... x

www.acenet.edu/news-room/Documents/Army-JST-Sample.pdf

Page: 2 of 9 Automatic Zoom

Ft Dix NJ

Upon completion of the course, the student will be able to perform all basic tasks related to noncommissioned officer leadership responsibilities.

- Military Science 2 SH L
- Principles Of Supervision 1 SH L

(12/91)(12/91)

500-75D30 AR-1406-0149 13-OCT-1992 to 11-DEC-1992
Personnel Records Specialist Basic Noncommissioned Officer (NCO):
 NCO Academy
 Ft Benjamin Harrison IN

Upon completion of the course, the student will be able to supervise and maintain personnel files and correspondence; process orders; operate computer equipment in order to edit, create directories, compose, and format personnel correspondence; and evaluate personnel reports (files) and make appropriate recommendations.

- Human Resource Management 3 SH U

(12/91)(12/91)

600-ANCO Ph 1 AR-1404-0035 12-FEB-2001 to 28-FEB-2001
Advanced Noncommissioned Officer (NCO) Common Core:
 NCO Academy (SSC)
 Ft Jackson SC

Upon completion of the course the student will be able to provide mid-level supervision and leadership at the operational level to platoon size units.

- Fundamentals Of Communication 1 SH L
- Introduction To Personnel Management 1 SH L
- Military Science 2 SH L

(7/02)(7/02)

Military Experience



JST – Example Cont...

Talley JST - Adobe Acrobat Pro

File Edit View Window Help

Create

1 / 5 198%

Tools Comment Share

- Personal Community Health 1 SH L
- Personal Conditioning 1 SH L

(10/06)(10/06)

A-830-0011 NV-1728-0053 04-JAN-2011 to 17-FEB-2011

Master-At-Arms "A" School:
 Naval Technical Training Center Detachment
 Lackland AFB, TX

Upon completion of the course, the student will performs duties as a law enforcement officer and understand the role of the law enforcement officer in preserving order and enforcement; understand techniques for crisis intervention; demonstrate proficiency in arrest techniques, felony stops and apprehensions, patrol, firearms use; and understand and demonstrate the ability to render legally defensible actions in the use of force, arrest, and search and seizure.

- Health and Wellness 2 SH L
- Patrol Procedures/Operation/Techniques or Criminal Investigation & Evidence 3 SH L

(12/07)(12/07)

**** PROTECTED BY FERPA ****

12/12/2014

General Education Credit

When Awarded by the Combination of Multiple Courses

- The minimum credit hours needed for a course to be designated a General Education course is 3 semester hours. The Faculty Members of the Veterans Affairs Council will review students' JSTs to determine if the combination of courses on the JST will meet the learning outcomes associated with a General Education domain.
- If the Faculty Members of the Veterans Affairs Council believe that the combination of courses on the JST meet the learning outcomes of a General Education domain, then they will recommend that ELCT 15xx (with designated domain) be placed on the student's official YSU transcript.
- The request will then be forwarded to the Coordinator of the General Education Committee.
- The determination to award the recommended General Education credit will be made by the General Education Coordinator in consultation with an appropriate GE Domain Representative.
- Courses receiving an unanimous vote of approval by the General Education Committee will receive general education credit.



Other Credit Options for Active Military and University Veterans

- These students are also encouraged to take exams such as CLEP and DSST when applicable.
- They are also encouraged to develop a portfolio to address potential credit to evaluate learning that occurred outside of that recommended by ACE.
 - This is highly encouraged for active military or university veterans that have served overseas to evaluate if general education can be awarded for Social and Personal Awareness – International Perspective.
- Students need to be aware that ACE evaluated courses may not meet prerequisite requirements in some disciplines.
 - Students should meet with an academic advisor to assure that they have the required prerequisites for upper division courses.



Section Five - Future Concerns/Tasks

- PLA Committee (Membership)
- Advisement (Training)
- Recruitment Strategies
- Outcomes and Assessment
- PLA Policy Review Dates by Academic Senate



PLA Committee 2014 - 2017

- Kevin Ball, Associate Provost (Co-Chair)
- Tammy A. King, BCHHS Associate Dean (Co-Chair)
- Rick Williams, Coordinator of the Office of Veterans Affairs
- Megan Collins, Financial Aid Counselor
- Amy Gordon, Comprehensive Testing Center Manager
- Sharon Mika, Assistant Director of Transfer
- Kim Verdone, Director of Academic Credit Transfer, Degree Audit, and Transfer Articulation
- Bill Buckler, Coordinator of Academic Advising
- Gary Swegan, Associate Vice President for Enrollment Planning and Management
- Mike Crist, Interim Dean of CCAC (currently on leave from the PLA Committee)
- Alan Tomhave, Assistant Professor, Philosophy & Religious Studies
- Sue Miller, Academic Advisor and President of YCADA
- John Martin, Assistant Professor, School of Engineering Technology
- Susan DeBlois, Associate Professor, Educational Foundations, Research Technology, and Leadership
- Mike Costarell, Associate Professor, School of Engineering and Technology