

EGSC Prior Learning Assessment Policy
Draft 10-23-2018 (revised according to APCC meeting on October 8, 2018)

Overview

EGSC is predominantly an associate degree granting, liberal arts institution of the University System of Georgia, which also offers targeted bachelor's programs. EGSC provides open access and is committed to providing opportunities for the population of its service region and beyond to pursue meaningful college credentials that enable the pursuit of more advanced academic credentials and/or employment in a career field of one's choice.

Many EGSC students arrive with knowledge, skills, and abilities gained from previous educational, workforce, and/or military service experience. Prior Learning Assessment (PLA) is an attempt to assess college level learning gained from prior experiences outside of the traditional college environment for the purpose of awarding college credit where and when a student's college-level learning has been demonstrated via an EGSC-approved college-level assessment process and/or instrument aligned with the Principles of Accreditation of the Southern Association of Colleges and Schools and the policies of the University System of Georgia Board of Regents, as described below.

PLA is a means of accelerating a student's progress to degree completion through the award of college credit for demonstrated prior learning. Towards that end, PLA is in keeping with the University System of Georgia's and EGSC's Complete College Georgia goal to shorten time to degree completion and the EGSC mission to provide "its students access to both academically transferable pathways and collaborative programs in occupation related fields," and to prepare "traditional and nontraditional students for success in the global 21st century through a technologically advanced teaching and learning environment that fosters personal growth by utilizing an expanding range of resources and amenities..."

EGSC supports and adheres to the following ten principles set forth by the Council for Adult and Experiential Education (CAEL) that ensure quality when assessing prior learning:

- Credit or its equivalent will be awarded only for learning, and not for experience.
- Assessment should be based on standards and criteria for the level of acceptable learning.
- Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.
- The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
- Credit or other credentialing will be appropriate to the academic context in which it is awarded and accepted. The program of study and the student's major, i.e., core, upper-division, or graduate, of the student determines the "academic context."

Publication and Approval of PLA Policy and Procedures

The use of PLA by any program, department, or division at EGSC must be aligned with the policies of the University System of Georgia Board of Regents concerning the award of credits, with EGSC academic policies, and with the Southern Association of Colleges and Schools Commission on Colleges Principles of Accreditation governing the award of credit. Please see the SACSCOC substantive change policy with regard to competency-based education (*Direct Assessment Competency Based Educational Programs* at <http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf>). It is important to note that the EGSC credit for prior learning policy and the models discussed below do not authorize a competency-based learning model for the award of credit.

The EGSC PLA policy and procedures must be fully vetted and approved by internal governance committees, as specified below, and be aligned with any external governance and/or accreditation bodies that approve EGSC academic programs and services. PLA policies and procedures must be fully documented and posted on the President's Policies and Procedures web page (http://www.ega.edu/offices/presidents_office/policies_and_procedures_of_the_college). As described below, PLA challenge exams, rubrics, and portfolio assessment requirements must be approved by the majority of the faculty teaching in the discipline. Alignment of course outcomes, challenge exams, and rubrics must also be reviewed by the Institutional Effectiveness Committee.

Any decision to award credit through PLA for a course in any department and/r program must adhere to this policy and be fully documented by the Office of the Registrar and/or Office of admissions (official test score report from CLEP, AP, or other accepted exams; official portfolio review for other courses; official ACE transcript and/or joint military transcript; results of challenge exam that has been officially approved via internal governance, etc.). This policy applies to EGSC-Swainsboro, EGSC-Statesboro, and EGSC-Augusta.

Any EGSC program that has been approved to award credit by PLA must post a clear statement of how credit is awarded and for what programs and/or courses on the program web page. The College will maintain, through the Office of Admissions, a complete and current list of courses for which PLA credit can be awarded and/or earned. This list will include CLEP exams, AP exams, and DANTES (DSST) exams, along with the minimum scores necessary to earn credit in specific courses; and other options, including portfolio review, and the documentation necessary to earn the award of credit. The Office of Admissions will also maintain current links to the American Council on Education (ACE) website and the ACE National Guide to College Credit for Workforce Training, which include information on ACE-evaluated programs and potential course equivalencies. Any award of credit for ACE-evaluated programs must first be evaluated by the Prior Learning Assessment Committee, as described below.

A statement approved by the President's Cabinet about the policies and procedures for the award of credit through PLA must appear in the catalog along with a link to the admissions website and list of courses for which PLA credit may be earned. Program descriptions in the

catalog must make clear reference to the programs and/or courses for which PLA is available and the method by which it is awarded.

Eligibility for Credit by PLA

Credit earned through PLA will only be awarded when:

1. A student is officially admitted to EGSC;
2. A student is currently enrolled in a program of study leading to an associate's or bachelor's degree at EGSC;
3. A student is in good academic standing at EGSC;
4. A student is making Satisfactory Academic Progress (SAP) at EGSC;
5. A student has not previously attempted, completed, or transferred the course(s) for which PLA credit is sought into the institution from another accredited institution;
6. A student has not previously failed the course or courses for which PLA credit is sought;
7. The PLA credit applies to a student's officially declared major and program of study.
8. The student is not on academic dismissal or exclusion from another USG institution.
9. The PLA credit awarded is in accordance with SACSCOC principles of accreditation, University System of Georgia Board of Regents' policies, and EGSC policies.

Credit awarded through EGSC's official PLA process may be used to fulfill any degree, general education, course, and/or course prerequisite requirement at EGSC.

Limitations on PLA Credit

Students in associate's and baccalaureate degree programs must meet EGSC residency requirements for the award of the degree (s). PLA credit awarded by *another institution* cannot be used to fulfill residency requirements, though PLA credit *earned while enrolled at EGSC* can apply to the residency requirement. A student *cannot fulfill the entire residency requirement* through application of credits awarded through prior learning assessment, and must be enrolled for and complete EGSC courses for a minimum of one term.

PLA credit cannot be considered part of a student's current coursework to meet any financial aid requirements, including Satisfactory Academic Progress requirements.

Credit awarded through PLA can at no time exceed 30 credits towards an associate's degree and 45 credits towards a baccalaureate degree through any combination of CLEP, AP, IB and/or other standardized exams, departmental challenge exams, credit for military service evaluated by ACE, and/or portfolio assessment.

Transfer of Credit Awarded by PLA by Another Institution to EGSC

EGSC will honor any credit awarded through an official PLA policy/procedure implemented at another institution in the University System of Georgia.

Credit awarded through PLA at an institution in the Technical College System of Georgia that is SACSCOC-accredited will be honored if the credit is for a general education course on the USG-TCSG articulation agreement for general education and meets the other criteria above. Credit awarded through PLA at a TCSG or other regionally accredited institution for technical course work may only be applied towards the EGSC Bachelor of Applied Science technical/career cluster 30 credit requirement and will be considered on a case-by-case basis after review and approval by the Prior Learning Assessment Committee.

Credit awarded through a PLA policy/procedure of another SACSCOC-accredited institution will also be honored, as long as the credit applies to a degree program and meets all the other criteria listed above.

PLA credit from another institution outside of the SACSCOC membership region must be re-evaluated and officially awarded by EGSC. No transfer credit will be awarded from institutions that are not regionally accredited. Students from such institutions are encouraged to attempt to fulfill the EGSC PLA requirements and procedures for the particular courses for which credit is desired.

Grades Awarded for Course Credit Earned by PLA

In keeping with section 3.5.2 of the Policy Manual of the University System of Georgia Board of Regents, courses for which credit is awarded on the basis of any of the prior learning assessment methods receive the grade of “K.” The grade indicates that the student has received credit by examination for a minimum satisfactory score to ensure college-level competencies. The grade does not carry any quality points or factor into the calculation of the cumulative (Regents’ GPA), institutional, or graduation GPA, nor does the grade factor into the calculation of Satisfactory Academic Progress and/or PACE rate.

Procedure for Requesting PLA credit

Students who have served in the military, have taken standardized exams such as the CLEP and AP exams, or who wish to compile a portfolio documenting college-level learning through workforce experience may petition the College for the award of credit for prior learning.

Students should complete the *Request for Credit through Prior Learning Assessment* form found on the Office of Admissions web site, and submit the form to the Office of Admissions. Ideally, requests for credit through prior learning assessment should be made when the student is first admitted to the College, but can be made at any period of active enrollment at EGSC.

Those students who wish to submit portfolios for assessment of prior learning and the possible award of college credit must enroll in EGSC 1200 Portfolio Documentation during the first semester of their enrollment in the program for which they are requesting PLA. Portfolios must be completed and submitted no later than the end of the second term of enrollment. No portfolio assessments can be completed or requested in the final semester of enrollment.

Procedures Governing the Evaluation and Award of Credit by PLA at EGSC

I. CLEP, AP, DANTES (DSST), and IB exams

CLEP, AP, and DANTES (DSST) Exams: EGSC students can shorten their time towards their degrees and save money by attempting the exams listed in Appendix A, for which credit may be earned for the courses indicated. Other AP, CLEP, IB, and DANTES exams may be accepted on a case-by-case basis, provided that the minimum score recommended by ACE has been achieved and the course applies to the student's program. EGSC students can also review the GATracs website (https://www.gatracs.org/planning/exam_search) for information on which USG institutions accept and award credit for minimum Advanced Placement (AP), College Level Examination Placement Exams (CLEP), and DANTES (DSST) exam scores.

Students should present any exam scores for potential credit upon admission to the College, but students may attempt any standardized exam listed in Appendix A at any time during the period of enrollment prior to the term of graduation. Students may not attempt to take a standardized exam and petition for PLA credit for a course that has already been attempted. Any credit to be awarded by Prior Learning Assessment at EGSC must be formally evaluated and awarded by the Office of Admissions and the Registrar when credit is to be based on a standardized national exam, such as CLEP, Advanced Placement, IB exams, DANTES (DSST) exams, etc. The Director of Admissions and Registrar will determine the credit to be awarded based on the student's attainment of the minimum score necessary to earn college credit and the approved list of exams with minimum scores. Credit awarded will also be based on the credit hours carried by the equivalent EGSC course and will not exceed, but may be less than, the number of credits recommended by the national exam sponsor.

See Appendix A below for charts listing exams and course equivalencies.

International Baccalaureate: EGSC follows the policies of the University System of Georgia Board of Regents Policy Manual section 4.2.1.6 with regard to the award of credits for scores on the International Baccalaureate subject areas in an International Baccalaureate Diploma Program in which the student obtained designated end of course assessment scores.

In accordance with USG policy, EGSC awards credit for higher level scores in subject areas as indicated on the EGSC admissions web site:

<http://www.ega.edu/images/uploads/international-baccalaureate-placement-for-international-baccalaureate-tests.pdf>

Official exam scores must be presented to the Office of Admissions and to the Registrar for evaluation and the award of credit.

II. Credit for Military Experience and/or Workforce Training

ACE Recommendations

Often Military and Veteran students have completed in-depth training programs that are evaluated by ACE as equivalent to college-level courses. The American Council on Education (ACE) evaluates workforce, military training, and for experiences outside of post-secondary education that may merit college credit for college-level learning. Credit will be awarded when military and/or other training is deemed to meet the college-level competencies of courses at EGSC. ACE recommendations for military training will be displayed on the student's military transcript. When awarding credit, EGSC shall reference the Joint Service Transcript (JST), DD-214, or transcripts from the Army/American Council on Education Registry Transcript System (AARTS), Community College of Air Force (CCAF), Coast Guard Institute (CGI), and other appropriate transcripts that summarize the skills and experiences obtained during military service. Official transcripts must be sent directly to the VA certifying official at EGSC (Director of Admissions) before credit can be evaluated and awarded. Military and/or veteran students should request their joint services transcript, Community College of the Airforce, or other transcript referenced above for this review and submit it to the Director of Admissions, who will forward the materials to the Prior Learning Assessment Committee.

ACE National Guide to College Credit for Workforce Training

The ACE National Guide to College Credit for Workforce Training provides ACE credit recommendations for formal courses or examinations offered by various organizations, from businesses and unions to the government and military. The guide is available online: <http://www2.acenet.edu/credit/?fuseaction=browse.main>.

EGSC awards credit for learning as evaluated by the American Council on Education when such credit applies to a particular degree program. PLA evaluated by ACE may include but not be limited to credit for PHED, HLTH, First Aid, Business Communications, and technical programs of study. EGSC's Military Credit Procedure document lists courses for which credit is automatically awarded when it appears on an ACE evaluation and joint services transcript. Such a list is also maintained on the College's Office of Admissions web page. Credit for technical programs of study can only be applied to the EGSC Bachelor of Applied Science and, in limited cases, to the BA in Fire and Emergency Safety Administration and/or BA in Criminal Justice.

Upon admission to EGSC, students may petition the Director of Admissions/VA Certifying Official for review of prior learning experiences that have been reviewed through the National Guide to College Credit for Workforce Training. The student should complete the official EGSC form, *Request for Credit through Prior Learning Assessment*, found on the Office of Admissions web page, and submit it along with any other required documentation.

A determination of the award of credit for an EGSC course (s) can be made following review of the ACE/National Guide to College Credit material and the official transcript by the Prior Learning Assessment Committee and consultation with faculty in the discipline of the documentation of learning provided by the student. In some cases, this may be a certification from an organization, a professional license, or satisfactory documentation of completion of a

program deemed equivalent to an EGSC course, if it has been reviewed and approved by the Prior Learning Assessment Committee in consultation with relevant faculty members teaching in the discipline. This is particularly true with regard to law enforcement academy training, fire safety training, and other similar certification programs. EGSC accepts ACE credit that applies to a student's degree program.

ACE credit will be officially awarded by the Director of Admissions and the registrar; this official award occurs after the potential credit has been reviewed by the Prior Learning Assessment Committee in consultation with faculty of the particular department where the courses/programs reside. The Prior Learning Assessment Committee should consult with and obtain approval from at least two departmental faculty members prior to approving the award of credit.

Prior Learning Assessment Committee

Any request for credit awarded through review of equivalencies listed in the *ACE National Guide to College Credit for Workforce Training* and/or a joint military services or ACE transcript must be reviewed and approved by the Prior Learning Assessment Committee, which includes:

- *The Director of Admissions and Military Certifying Official for EGSC
- *The Registrar
- *Faculty military mentors on each campus
- *The Assistant Director of the Learning Commons for the Military Resource Center and Athletic Advisement
- *The Vice President for Academic and Student Affairs, chair
- *The Deans of the Academic Schools
- *Director of the Learning Commons
- *Chairs/Program Directors of the Departments of Nursing, Biology, FESA, Mathematics, and the Criminal Justice Program Coordinator

Where appropriate, faculty in the appropriate disciplines will be consulted when credit may be awarded through PLA for a course in their discipline.

The Prior Learning Assessment Committee may also determine that a select list of military and workforce experiences that are frequently presented for consideration and approved are equivalent to EGSC courses and may award credit for qualifying experiences, provided that faculty teaching in the discipline have formally agreed to the list of eligible courses and experiences. Any credit earned through ACE evaluations will be consistent with the EGSC Military Credit Procedure, and any ACE credits for which EGSC credit has already been approved will also be listed in the Military Credit Procedure.

The Prior Learning Assessment Committee should review, annually, the record of credits awarded through Prior Learning Assessment and make recommendations for the review of the policies, procedures, and award of credit, where deemed necessary.

The Prior Learning Assessment Committee shall be a standing committee of the President's Cabinet.

III. Industry Certifications and Training Programs

A student may hold an industry certification, professional license, or have completed another industry-sponsored training program and/or apprenticeship. In these cases, the student should check the ACE National Guide to College Credit for Workforce Training to see whether the training, certification, or professional license has been evaluated. If it has, the student may petition for credit using the *Request for Credit through Prior Learning Assessment* form on the Admissions web site.

If it has not been evaluated by the ACE Guide referenced above, the student is advised to consider a portfolio evaluation, described below. The student will need to document the knowledge, skills, and abilities that the training and/or credential provides through the sponsoring agency's materials, and then demonstrate work products that reflect college-level.

In some cases, faculty teaching in disciplines such as nursing, criminal justice/law enforcement training, and fire safety that offer licensures or certifications may determine that such credentials are the equivalent of college level learning required for the award of credit. In these cases, faculty should complete the required proposal form and documentation required to request that the Prior Learning Assessment Committee approve the award of credit for the license or certification. The documentation should clearly align the requirements for the license and certification and the outcomes/competencies represented by the credential with the end-of-course outcomes associated with the course in question. These materials should be approved by the Prior Learning Assessment Committee after consultation with faculty teaching in the program. Upon approval and receipt of official documentation from the PLA Committee, the registrar and admissions offices will record the credit.

Students should petition for the award of credit for prior learning through licensure and/or credentials review upon entry. Petitions for credit through prior learning assessment cannot be reviewed and/or approved during the term that the student expects to graduate.

CPR Certifications from External Organizations and Credit for EGSC First Aid

- The only acceptable certificates are American Red Cross, American Heart Association, or National Safety Council.
- Certificates can only be accepted from a college/university accredited course or an intense weekend course given by one of the above organizations.
- Students must be nursing majors, enrolled in FESA or current/former military (DD214).
- Certifications must be current with an expiration date no less than one and a half years from the date presented for exemption from the class.
- Certificates must include: Standard First Aid, CPR (adult, child, infant), & AED.
- Certificates can indicate a higher level of training than taught at EGSC. For example, a student may hold a Healthcare Provider Certification which is one step above what is taught at EGSC.

- Certificates must show the name of the instructor and instructor's identification number.
- This will allow the student to receive credit for EGSC's First Aid course (HLTH 2181).

IV. Students who have a Current Unencumbered Georgia Board of Nursing License

Students who have a current nursing license are eligible to receive up to 30 hours of credit for nursing courses either through the Georgia Articulation Model for Nursing Courses or through possession of a current RN license. In addition, Nursing students with a current, unencumbered GA BON license are eligible for:

- Three hours of credit for Area B in Intercultural Communication is awarded to nursing students who have successfully passed the NCLEX-RN exam, based on faculty approval of the EGSC cross walk aligning the NCLEX-RN exam competencies and the course outcomes for COMM 1010 Intercultural Communications.
- Two credits for HLTH 2051 Health applied towards the institutional requirements for graduation as a result of successful completion of the NCLEX-RN at a passing level sufficient for Georgia Board of Nursing licensure. This award of credit is based on faculty review and approval of the crosswalk demonstrating equivalencies of outcomes between the HTLH 2051 Health course and the NCLEX-RN exam.
- One credit for HLTH 2181 First Aid for students who present a current CPR certification, to be applied towards the institutional graduation requirements. Awards of credit for First Aid will be in keeping with the criteria referenced above under *CPR Certifications from External Organizations and Credit for EGSC First Aid*. An official crosswalk of outcomes/competencies for CPR certification(s) and HLTH 2181 has been approved by faculty and kept on file.
- One credit of SERV 1001 to be applied towards Area B requirements for nursing students who present evidence of at least one year of successful work experience in the field of nursing, a current official job description, a supervisor's evaluation, and a brief reflective statement about the learning experienced on the job in relation to future goals and/or areas in need for further improvement and/or exploration related to their education at East Georgia State College. Award of credit is based on a faculty-approved crosswalk of outcomes for SERV 1001 and portfolio requirements for workforce experience in nursing.
- Nursing students who have completed CEUs through an organization evaluated by ACE, another organization, and/or by faculty teaching in the discipline may also be eligible for additional credits on a case-by-case basis. Such CEUs might be presented as a component of a portfolio when credits are desired for additional EGSC course work and reviewed and approved by faculty teaching in the discipline and the Prior Learning Assessment Committee, if ACE or other external organization evaluations are concerned. Alternatively, faculty may evaluate the outcomes of the CEU and evidence of successful completion and align these with course outcomes, where appropriate.

V. Departmental/Program Challenge Exams

Credit through PLA is available at EGSC for a select group of general education and/or courses. Departments and degree programs may develop challenge exams that demonstrate attainment of desired learning outcomes for a course within the program and/or the general education sequence at the college level. A department and/or program cannot offer a challenge exam if there is a corresponding CLEP, AP, DANTE (DSST), or IB exam.

A student cannot earn credit by PLA on a challenge exam without demonstrating mastery in each of the course outcomes areas. Therefore, the student must pass each area of the challenge exam aligned with the course outcomes to pass the challenge exam, and this alignment with the outcomes must be clearly communicated on an evaluation rubric.

Requirements for the Challenge Exam

In order for a course to qualify for the award of credit via prior learning assessment, faculty must develop a challenge exam that is clearly aligned with the course's desired student learning outcomes and the college's general education outcomes. The exams should be the equivalent of a comprehensive course final, and should require demonstration of mastery for the relevant course outcomes at a level deemed to be at least the minimum passing level required for the course. Note that for courses in Area A of the required general education program, the minimum passing level is a "C." For courses in STEM majors, such as Biology, the minimum passing level is a "C." For courses related to the RN-BSN Bridge Program, the minimum passing level is a "75." Departments must develop a common rubric for assessing challenge exams that is clearly aligned with course outcomes and the institution's general education outcomes, as well as minimum standards for applying the course towards a degree program.

Requirements for Evaluation of the Exam: The Rubric

Faculty must also develop rubrics for the award of credit through a challenge exams that ensure that the student performance on the challenge exam meets the minimum level of mastery for each of the desired course student learning outcomes. The rubric should link the areas of the exam to particular desired student learning outcomes, must include reference to all course student learning outcomes, and must specify the standard of performance with regard to each outcome and portion of the challenge exam sufficient to ensure competency at the college level (see the section below on challenge exams and portfolio assessments).

Requirements for Approval of the Challenge Exam and Rubric

The challenge exams and rubrics used to score and evaluate the completed exams must be approved by a majority vote of faculty teaching in the discipline and/or department where credit may be earned through PLA. The faculty vote must be recorded in official minutes for the faculty meeting and filed with the chair of the Prior Learning Assessment Committee.

Rubrics used to evaluate college-level work via PLA and the cross-walk demonstrating the alignment of the challenge exam with the end-of-course desired student learning outcomes must also be reviewed by the EGSC Institutional Effectiveness Committee to ensure alignment

of outcomes and instruments. Results of the review will be recorded in the minutes of the IE committee and forwarded to the dean and department representative. Copies of these materials must be sent to the chair of the Prior Learning Assessment Committee.

Award of Credit Through a Challenge Exam

Credit awarded on the basis of a departmental challenge exam and/or portfolio review will be given after formal evaluation of the exam with the approved rubric. This evaluation must be conducted by at least two EGSC faculty members from the discipline who meet SACSCOC guidelines for faculty credentials for accredited institutions. The scores from the faculty members will be averaged, and the student must attain the minimum level of mastery deemed sufficient to ensure competency at the college level to receive credit.

Upon completion of the review, the faculty will complete and send the EGSC *Award of Credit by Prior Learning Assessment* Form to the department head and/or dean, who will review and approve it (or not) based on faculty recommendations, and forward to the Vice President for Academic and Student Affairs, who will then review, approve it (or not), and forward the form to the registrar's office.

Students who are denied credit on the basis of a challenge exam must be provided with an explanation and summary of the faculty reviewers' ratings on the evaluation rubric and the results of the reviewers' evaluation comments. Students may appeal the grade assigned by following the EGSC Final Course Grade Appeal Policy and Procedure (<http://www.ega.edu/policy/03-final-course-grade-appeal-policy-and-procedure.pdf?2102016>).

VI. Portfolio Assessments

Portfolio assessments are offered for potential award of credit for classes for which there is no CLEP, AP, DANTES(DSST), ACE, challenge exam, or other evaluation available. Students should explore all other available options prior to considering portfolio assessment. Students should consult obtain permission of the chair of the Prior Learning Assessment Committee prior to selecting this option. A student may prepare a portfolio of work that demonstrates mastery of the course content and course outcomes. Such a portfolio may include essays; work projects; industry certifications with descriptions of the knowledge, skills, and abilities represented by the certification; performance evaluations by supervisors along with job descriptions that are clearly linked to relevant course knowledge, skills and abilities; samples of art work or other relevant projects; completion certificates for industrial or other employment training programs that clearly list program outcomes and document student mastery of these outcomes through documented training evaluations, etc.

Requirements for the Portfolio

In order to offer PLA via portfolio assessment for any course, a department or program must develop and a list of requirements for the portfolio clearly tied to the college-level learning outcomes associated with the course.

Required components must be commiserate with requirements completed by students in the face-to-face or online versions of the approved EGSC course. In other words, the portfolio materials must meet the same standards as work traditionally undertaken to fulfill course requirements. Among the elements that may be included in a portfolio are:

- A cover and a title page;
- A table of contents;
- A resume or curriculum vitae;
- A copy of all transcripts (official);
- A critical reflection on learning experiences being used to document college-level competencies, indicating how those link to present and future educational and career plans;
- A written statement that demonstrates the prior learning related to the course outcomes for which credit is sought, along with materials that can document that prior learning. These might include supervisor evaluations, licensure or other certifications, work products, such as articles, reports, artistic portfolios, etc. The student should attempt to align the work products with the outcomes of the course and demonstrate the minimum level of mastery through a reflective narrative explicating the work products and learning outcomes.
- A summary statement.

Each program and/or department may determine their specific requirements for the portfolio. They may request fewer items or may ask for additional materials than listed above. Portfolio requirements must be listed on the program web page and linked to from the Office of Admissions list of courses for which PLA is available.

Governance Approval of Portfolio Requirements

The portfolio requirements must be approved by a majority vote of the faculty teaching the course or in the program. The faculty vote must be recorded in official minutes and filed with the chair of the Prior Learning Assessment Committee. prior to submission through governance channels.

Requirements for the Evaluation of the Portfolio: The Rubric

Faculty must also develop a rubric that will be used to review the portfolios. The rubric should link the components of the portfolio to particular desired end-of-course student learning outcomes, must include reference to all end-of-course student learning outcomes, and must specify the minimum standard of performance with regard to each outcome and portion of the challenge exam sufficient to ensure competency at the college level (see the section below on challenge exams and portfolio assessments).

Governance Approval of the Portfolio Evaluation Rubric

Rubrics must be approved by a majority vote of the faculty teaching the course. This vote must be recorded in official minutes and the minutes should be filed with the chair of the Prior Learning Assessment Committee. Following that, the rubric must also be reviewed to ensure alignment of the outcomes and the rubric by the Institutional Effectiveness Committee. This approval will be recorded in official minutes of the IE Committee and forwarded to the Prior Learning Assessment Committee as well as to the department and dean.

Preparation for the Student to Submit a Portfolio

EGSC offers EGSC 1200 Portfolio Documentation to prepare students to submit a portfolio for prior learning assessment. Students wishing to submit a portfolio for evaluation must enroll in the course and submit their portfolio no later than the end of the term in which they enroll in the course. Students may earn credit through PLA for a portfolio at any point during their enrollment at EGSC, except during the term that the student expects to graduate. The student should complete the form, *Request for Credit through Prior Learning Assessment*, available on the Registrar's and Office of Admissions web page, and submit it with their portfolio to the faculty member teaching the EGSC 1200 course in which they are enrolled.

Evaluation of the portfolio

The portfolio must be evaluated by at least two faculty members teaching in the discipline, according to the rubric approved by departmental faculty and internal governance structures. Faculty will complete the required form certifying that the student has produced work sufficient to be awarded credit for particular courses. The documentation should be submitted to the Dean for approval, and then to the Vice President for Academic and Student Affairs, who will forward the approval to the registrar. If there is a denial, clear reasons based on the faculty and administrative evaluation and policies described here must be provided to the student. The *Award of Credit by Prior Learning Assessment* form is available on the Registrar's web page.

Students may appeal the grade assigned by following the EGSC Final Course Grade Appeal Policy and Procedure (<http://www.ega.edu/policy/03-final-course-grade-appeal-policy-and-procedure.pdf?2102016>).

Appendix A

Standardized Exams for PLA Credit

Advanced Placement Exams: EGSC awards credit through successful completion of Advanced Placement Exams. Departments must set the minimum scores required for credit awarded through Advanced Placement Exams, and such policies must be aligned with USG Board of Regents Policies and EGSC admissions policies. ESCG awards credit for Advanced Placement Exams as outlined on the EGSC admissions page:

<http://www.ega.edu/images/uploads/advance-placement-tests.pdf>

Note: Exemption tests in Georgia History or Georgia Constitution are offered to transfer students whose American History or Political Science course(s) did not include Georgia History or Georgia Constitution and to students who have obtained credit in American Government or in American History via the CLEP or Advanced Placement (AP) program, which does not include credit for satisfying the legislative requirements.

College Level Examination Programs Exams (CLEP): According to CLEP, The American Council on Education (ACE) recommends a credit-granting score of 50 for each CLEP exam. This is a scaled score, equivalent to earning a C in the relevant course. EGSC faculty have reviewed the CLEP exams and determined course equivalencies for ACE recommended scores of 50 and above. EGSC awards credit for CLEP exams and scores as follows, based on ACE recommendations:

Business ACE Recommendations			
Exam Title	Credit-Granting Score (C-Level)	Semester Hours	Course
<u>Financial Accounting</u>	50	3	ACCT 2101
<u>Information Systems</u>	50	2	CISM 2201
<u>Introductory Business Law</u>	50	3	No credit awarded
<u>Principles of Management</u>	50	3	No credit awarded
<u>Principles of Marketing</u>	50	3	No credit awarded
Composition & Literature ACE Recommendations			
Exam Title	Credit-Granting Score (C-Level)	Semester Hours	B-Level

Business ACE Recommendations			
Exam Title	Credit-Granting Score (C-Level)	Semester Hours	Course
<u>American Literature</u>	50	3	ENGL 2130 (note GSU does not offer credit)
<u>Analyzing and Interpreting Literature</u>	50	3	59
<u>College Composition</u>	50	6	ENGL 1101
Composition, Freshman College	n/a		No credit awarded
English Composition with or without essay	n/a		No credit awarded
College Composition Modular (replaces English Composition without Essay or Freshman College Composition, effective 7/1/2010)	n/a		No credit awarded
<u>English Literature</u>	50	3	No credit awarded
<u>Humanities</u>	50	3	Elective credit only

History & Social Sciences ACE Recommendations			
Exam Title	Credit-Granting Score (C-Level)	Semester Hours	B-Level
<u>American Government*</u> Note: Exemption tests in Georgia History or Georgia Constitution are offered to transfer students whose American History or Political Science course(s) did not include Georgia History or Georgia Constitution and to students who have obtained credit in American Government or in American History via the CLEP or Advanced Placement (AP) program, which does not include credit for satisfying the legislative requirements.	50	3	POLS 1101
<u>History of the United States I</u> Note: Exemption tests in Georgia History or Georgia Constitution are offered to transfer students whose American History or Political Science course(s) did not include Georgia History or Georgia Constitution and to students who have obtained credit in American Government or in American History via the CLEP or Advanced Placement (AP) program, which does not include credit for satisfying the legislative requirements.	50	3	HIST 2111

History & Social Sciences ACE Recommendations			
Exam Title	Credit-Granting Score (C-Level)	Semester Hours	B-Level
<u>History of the United States II</u> Note: Exemption tests in Georgia History or Georgia Constitution are offered to transfer students whose American History or Political Science course(s) did not include Georgia History or Georgia Constitution and to students who have obtained credit in American Government or in American History via the CLEP or Advanced Placement (AP) program, which does not include credit for satisfying the legislative requirements.	50	3	HIST 2112
<u>Human Growth and Development</u>	50	3	PSCY 2103
<u>Introductory Psychology</u>	50	3	PSYC 1101
<u>Introductory Sociology</u>	50	3	SOCI 1101 Intro to Sociology
<u>Principles of Macroeconomics</u>	50	3	ECON 2105
<u>Principles of Microeconomics</u>	50	3	ECON 2106
<u>Social Sciences and History</u>	50	6	No credit awarded
<u>Western Civilization I</u>	50	3	HIST 1111
<u>Western Civilization II</u>	50	3	HIST 1112

History & Social Sciences ACE Recommendations
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Exam Title	Credit-Granting Score (C-Level)	Semester Hours	B-Level
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Science & Mathematics ACE Recommendations
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Exam Title	Credit-Granting Score (C-Level)	Semester Hours	B-Level
<u>Biology</u>	50	4	BIOL 1107
<u>Calculus</u>	50	4	MATH 1540
<u>Chemistry</u>	50	6	CHEM 1211
<u>College Algebra</u>	50	3	MATH 1111
<u>College Mathematics</u>	50	3	MATH 1001 Quantitative Skills and Reasoning
<u>Natural Sciences</u>	50	6	ISCI 1101
<u>Precalculus</u>	50	4	MATH 1113
Calculus with Elementary Functions	50	4	MATH 1540

World Languages* ACE Recommendations

Exam Title	Credit-Granting Score (C-Level)	Semester Hours	B-Level
<u>French Language Level 1 Proficiency</u>	50	6	FREN 1001/1002

World Languages* ACE Recommendations			
Exam Title	Credit-Granting Score (C-Level)	Semester Hours	B-Level
<u>French Language Level 2 Proficiency</u>	59	9	FREN 1001/1002/FREN 2001
<u>German Language Level 1 Proficiency</u>	50	6	No credit awarded
<u>German Language Level 2 Proficiency</u>	60	9	No credit awarded
<u>Spanish Language Level 1 Proficiency</u>	50	6	SPAN 1001/1002
<u>Spanish Language Level 2 Proficiency</u>	63	9	SPAN 1001/1002/2001

*For each of the world languages, there is only one exam covering both Level 1 and 2 content. ACE recommends 6 semester hours of credit for mastery of Level 1 content (a score of 50) and 9 semester hours of credit for mastery of both Levels 1 and 2 (a score of 59 on French Language, 60 on German Language, and 63 on Spanish Language).

Visit the Testing Office or call to register for an examination. EGSC will award no more than total of 30 credit hours towards an associate's degree and 45 credits towards a baccalaureate degree through CLEP and/or any other method of PLA.

Defense Activity for Non-Traditional Educational Support (DANTES) Subject Standardized Tests (DSSTs)

DSST Exam	Minimum Score	Minimum Score (effective 2008)	EGSC Course Equivalent	EGSC Credit Hours Awarded
<i>Fundamentals of College Algebra</i>	47	400	<i>MATH 1111</i>	3
<i>Computing and Information Technology</i>	n/a	400	<i>CSE 1300</i>	3

<i>Principles of Public Speaking</i>	47	400	<i>COMM 1101</i>	3
<i>Principles of Statistics</i>	48	400	<i>STAT 1107 or IET 2227 MATH 2101 Gordon</i>	3
<i>Introduction to Computing</i>	45	400		3
<i>Environment and Humanities</i>	48	400	<i>STS 1101</i>	
<i>Art of the Western World</i>	48			
<i>Criminal Justice</i>	49	400	<i>CRJU 1100</i>	
<i>Foundations of Education</i>	46			<i>EDUC 2110 Foundations Gordon</i>
<i>Here's to your health</i>	48	400	<i>PHED 1001 Gordon</i>	
<i>Introduction to Business</i>	46	400	<i>BUSA 1105 Gordon and UNG</i>	
<i>Introduction to Computing</i>	45	400	<i>CSCI 1101 Gordon</i>	
<i>Lifespan Developmental Psychology</i>	46		<i>PSYC 2103 Gordon</i>	
<i>Principles of Financial Accounting</i>	47		<i>ACCT 2101</i>	

<i>Technical Writing</i>	46		<i>ENGL 1104</i>	
<i>Environment and Humanity</i>	46		<i>ESCU 1105 UNG</i>	