

## *Policy Statement*

Terra State Community College believes in meeting students where they are in life and providing a path to earning college credit for what they've already learned and achieved. To this end, Prior Learning Assessment (PLA) may be an option for some students. PLA is credit awarded for demonstrated relevant college-level education acquired through nontraditional schooling, work or other life experience.

## *Policy Details*

Through PLA, Subject Matter Experts evaluate how prior experiences might translate to college-level knowledge and how that knowledge may equate to college credit. In order to be deemed course credit-worthy, the experience(s) and documentation must demonstrate that the student has met the course learning outcomes identified in the syllabus for the course in question.

- Students may apply for PLA at any time after admission to the College.
- Students may only apply for PLA for courses directly applicable to curriculum requirements in the student's declared certificate or degree program.
- Credit approved through the evaluation process will be posted to the student's transcript with a "CR" (Credit) grade.
- Awarded PLA will not affect a student's grade point average or quality points, nor will it count toward the one-fourth of total credit hours required in the program minimum requirement needed for graduation. Please see Graduation Requirements Policy for details.
- PLA credit is subject to time limitations for certain courses and/or programs. Limitations are determined by the profession/industry standards and the discretion of faculty, division dean or designee.

## *Procedures*

1. Student should meet with their advisor, or email [advising@terra.edu](mailto:advising@terra.edu) to discuss options for types of PLA.
  - a. Types of PLA
    - i. **Advanced Placement Examination Program (AP)**: A series of tests developed and administered by The College Board for advanced placement high school courses. Since 2009, Ohio has guaranteed credit for established scores on AP exams.
      - (1) Current AP credit awards by can be found at [https://reports-cems.transfercredit.ohio.gov/apexprod/rws\\_cems/r/105/ap](https://reports-cems.transfercredit.ohio.gov/apexprod/rws_cems/r/105/ap)
      - (2) Scores must be sent from CollegeBoard <https://apstudents.collegeboard.org/sending-scores>
    - ii. **Advanced Standing**: Exams, Portfolio, and/or evaluations completed by **Outside sources** (Articulated Credit, OSHA Safety Card, etc...)
    - iii. **College-Level Examination Program (CLEP)**: Standardized tests of college material offered by The College Board. Since 2017, college credit has been guaranteed statewide for students who achieve an established CLEP test score for exams that have been endorsed statewide as college level.
      - (1) Current CLEP credit awards can be found at <https://clep.collegeboard.org/college-credit-policy/terra-state-community-college>.
      - (2) Scores must be sent from CollegeBoard <https://clep.collegeboard.org/scores/send-scores-transcripts>
    - iv. **International Baccalaureate Programs (IB)**: Similar to the AP program, IB is an internationally-recognized instructional program designed for high school students that leads to a final examination.
      - (1) **Standard Level** (SL) subjects take up to 150 teaching hours
      - (2) **Higher Level** (HL) subjects take up to 240 teaching hours

- v. **Institutional Credit by Exam:** Assessments created and administered by Terra State faculty or staff. If an exam is not a practical evaluation of a student's aptitude, in courses such as welding or engineering, a portfolio or application/presentation may be required.
- vi. **Block Credit:** Awarded credit, typically 30 hours maximum, toward an Associate of Technical Study upon completion of an industry credential. (i.e. Cosmetology)
- vii. **Military Credit (MC):** Credit awarded for non-MTAG military coursework, training, or experience.
2. The Prior Learning Assessment form is available through your individual Advisor or the Terra State Office of the Registrar page ([https://www.terra.edu/life\\_at\\_terra\\_state/student\\_services/registrar.php](https://www.terra.edu/life_at_terra_state/student_services/registrar.php)).
3. The form must be completed before any PLA will be evaluated.
4. Complete the student portion of this form and meet with an Advisor to discuss specific courses which meet your degree requirements and the method you wish to pursue for receipt of credit.
  - Differing types of evaluation will require a form for each.
  - For instance, Advanced Placement credit and CLEP must have a separate form for each type of evaluation.
5. If necessary, the Academic Dean, or designee, will assign an Evaluator who will review the documentation provided by the student. The Evaluator will return the results to
  - a. Advisor if none of the courses were approved or
  - b. Academic Dean if any of the courses were approved
6. The results of the evaluation will be provided to the student via email and/or phone.
7. If the results of the evaluation are satisfactory,
  - a. The form will be forwarded to the Cashier's Office and the student will be billed the appropriate fee, identified on the form, as applicable.
  - b. Following payment, the Student Records Office will post the credit "CR" to the student's transcript. Please note that "CR" grades may not be acknowledged when transferring to another college.
  - c. A copy of the completed form will be stored in the student's digital academic record.
8. A copy of the form may be requested by the student at no charge to the student.
9. A student wanting to appeal the decision should use the Administrative Student Complaint Policy found on Terra State's website and catalog.

## Resources

### Documentation

OhioHigherEd Site: <https://highered.ohio.gov/initiatives/access-acceleration/credit-for-prior-learning>

Graduation Requirements: See Graduation Requirements Policy

## Definitions

Term	Definition
<i>Articulated Credit</i>	Credit awarded to a student from Terra State that was learned at another facility, typically a Tech Center or similar, through a written agreement.
<i>CR</i>	A 'CR' grade means you earn credit for the class, but it will not affect your GPA.
<i>MTAG</i>	Military Transfer Assurance Guide <a href="https://transfercredit.ohio.gov/students/student-programs/mtags">https://transfercredit.ohio.gov/students/student-programs/mtags</a>

<i>Portfolio</i>	A summary (paper or electronic) of the student's learning experiences outside the traditional college classroom that is then assessed by the college to determine whether academic knowledge and skills have been acquired.
<i>Quality Points</i>	Quality points are determined by multiplying the number of course credits by the numerical value of the assigned grade. For example, a three-credit course completed with a grade of B- would carry 8.1 quality points (three credits multiplied by a 2.7 numerical grade equals 8.1 quality points for that course).

### **Approval History**

Replaces the following policies:

- Credit for Life Experience (Alternative Academic Credit) Effective 10/19/10
- Credit for Prior Learning Effective 3/24/04
- Proficiency Examination Effective 10/19/10

<i>Date</i>	Policy/Procedure or Entire Document	Notes (Types of Actions)	**Approved by
<i>01/03/2023</i>	Entire Document	New – Combines policies	Pending CASA approval
<i>1/19/2023</i>	Policy	Issued – CASA Approved	William Taylor, CASA Co-Chair
<i>8/26/2025</i>	Entire Document	Reviewed – minor changes	Doug Mead, VPAA

**Effective Date: 5/15/2023**

**Next Review Date: 9/30/2027**