



# **Lamar Institute of Technology Prior Learning Assessment Handbook**

**2020**



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**Introduction:**

Lamar Institute of Technology (LIT) accepts coursework from regionally or non-regionally accredited colleges and universities, military educational training facilities, foreign educational institutions, and limited non-collegiate training.

LIT offers students the opportunity to earn college credit for knowledge and skills attained through education or work experiences. Course credit is awarded based on the evaluation of a student's prior knowledge, acquired skills and evidence of learning. This is known as the Prior Learning Assessment (PLA). Evidence of learning must be equivalent to what a student would have acquired through the normal completion of the course. It's the student's responsibility to document and verify this acquired learning.

The Office of Student Success process assessment requests. The Executive Vice President and Provost ensure PLA adheres to institutional policies, regional accreditation standards, maintains academic integrity, rigor, and follows current institutional processes. The Office of Student Success provides support to PLA applicants through academic advising, application assistance, and posting credits.

LIT Policies are consistent with the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and The Texas State University System Policies and Procedures Manual (*2.50 Transfer Policy and 2.51 Experiential Learning Policy*) for Awarding Academic Credit for Prior Learning and Non-Credit Coursework as a member institution. <https://www.lit.edu/information/policies-and-procedures>

The PLA maintains integrity by using LIT faculty to determine the award of credit. To accommodate this need, LIT has created a resource manual that contains PLA guidelines. LIT students and staff can use this resource manual to determine student eligibility, understand prior learning assessment credit evaluation and identify the various assessment options.

**Purpose:**

To assist students with accelerating the completion of a degree or certificate by earning college credit through PLA and Credit by Examination.

1. **Transfer of Military Training:** LIT will evaluate and transfer students' military experiences into college credit based upon the evaluation recommendation outlined in the American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Services manual. For additional information visit ACE Military Guide at the following website.  
<https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/Military-Guide-Online.aspx>
2. **Workplace Training:** LIT accepts all transfer credits meeting the ACE Guidelines. Students enrolled in programs that grant ACE credit must submit official ACE transcripts. Non-equivalent credit is granted by the Institute; however, equivalent credit may be granted by department chairs for use on degree plans. For additional information, visit ACE-National Guide to College Credit for Workforce Training. <http://www2.acenet.edu/credit/?fuseaction=browse.main>
3. **Professional Licensure/Certifications:** Professional certification/licensure may entitle a student to receive equivalent semester course credit towards a certificate or degree with the appropriate alignment of course learning outcomes from recognized industry certification/licensure.
4. **Prior Learning Assessment:** Experiential Learning includes both formal and informal learning resulting from work experience, non-credit courses, seminar training, workshops, professional licenses and certifications, community volunteerism and unique life experiences.
5. **Advanced Placement:** Students may earn advanced placement by completing the Advanced Placement (AP) Exams offered through the College Board. AP exams are offered at high schools after students complete the required coursework. Contact the Associate Vice President (AVP) of Student and Academic Success and for additional information. For a list of tests and registration information, go to <https://ap.collegeboard.org/>
6. **DANTES Subject Standardized Tests (DSST)/College Level Examination Program (CLEP):** These examinations allow a student to receive college for prior knowledge by earning qualifying scores on select examinations. Credit will not be awarded by CLEP or DSST to students who have attempted, previously taken or are currently enrolled in a course. For more information about the DSST or CLEP Examinations, go to <https://clep.collegeboard.org/> or <https://www.getcollegecredit.com/> or contact Testing Center at (409) 839-2027 or [testingcenter@lit.edu](mailto:testingcenter@lit.edu)
7. **Departmental Challenge Examination:** Credit by Challenge Examination is intended for students who have completed formal or informal training in topics presented at the rigor of a college-level curriculum. A student seeking to earn credit by examination should contact the academic department for the desired course credit.
8. **Continuing Education (CE) Articulation:** Credit may be awarded after a student meets eligibility criteria specific to this assessment option:
  - When the CE course was taken, it was part of an articulation agreement signed with LIT
  - Student achieved a grade of "S" in CE course(s)
  - A student enrolled in a LIT credit program
  - Prerequisites for credit courses have been completed.

## **Student Eligibility:**

To request PLA or Credit by Examination, students must meet the following requirements:

1. Must be enrolled in a LIT program at the time of evaluation and maintain a minimum GPA of 2.0.
2. A student must have completed a minimum of 6-semester credits of LIT coursework.
3. The student must provide official documentation of Prior Learning (transcripts, licensures, certificates, work experience, etc.).
4. Meet eligibility requirements specific to the assessment option.
5. Must complete an application through the Office of Student Success or Academic Department when requesting one of the following PLA's: (1) Workplace Education/Training, (2) Professional Licensure/Certification, (3) Prior Learning Portfolio, and (4) Departmental Challenge by Examination.

## **Guidelines:**

1. Students cannot request PLA or Credit by Examination for courses currently enrolled, attempted or previously taken.
  - a. Attempted- Course appears on LIT or transferring institution transcript as withdrawn (W), (Q) or incomplete (I).
  - b. Previously Taken- Course appears on LIT or transferring institution transcript with grade.
  - c. Currently enrolled- The student is registered for a course while seeking PLA.
2. Students must earn 25% of their certificate or degree course work through LIT to satisfy the institutional residency and SACSCOC standards. No exceptions.
3. PLA credit does not satisfy the LIT residency requirement.
4. PLA nor Credit by Examination may not exceed 75% of a student's certificate or associate degree coursework.
5. All military eligible students must submit DD214 or Form DD256, SMART documents, or any transcripts to LIT that support evaluation of course equivalence for granting credit.
6. Acceptance of coursework by LIT does not guarantee credit for specific courses within particular programs of study or admission to all programs.
7. There is no guarantee of earning prior learning credits. The number of credits earned depends on the individual student's experience and to the extent to which knowledge is deemed to be equivalent and documentable and equates to learning achieved in LIT coursework. Only documented learning will be granted credit.
8. Credit earned through PLA or Credit by Examination cannot be removed from a student's record or transcript once it has been awarded.
9. PLA Credit may only be awarded for courses applicable to the student's degree plan or an equivalent course that resides within the LIT catalog.
10. Non-equivalent credit is granted by LIT; however, equivalent credit may be granted by department chairs for use on degree plans.
11. The student must score equivalent of at least a grade of "C" on Departmental Challenge by Examination and/or projects prepared by LIT instructors to receive course credit.
12. The student must complete all requested projects and/or examinations within the term the student first applied for Credit-by-Examination through the program department.
13. Students who are denied credit through PLA may not petition for credit again for that course by any options defined under PLA or AP. All decisions are final.
14. College credit will be awarded by the Registrar upon approval by the appropriate Department Chair, and AVP of Student and Academic Success.
15. Prior Learning will appear as Transfer Pass (TS) on a student's transcript; and, thus the maximum amount of credit that can be awarded is limited by a student's total transfer hours. Grades will not be assigned, nor will hours be used in the computation of grade point average.

16. Other institutions (receiving institutions) are not obligated to accept credit earned through PLA at LIT. It is the student's responsibility to check with the transfer (receiving) institution before pursuing credit through the Prior Learning process.

## **Credit Paths Procedures:**

### **Transfer of Military Training**

1. Students must provide all official transcripts from all colleges and universities for the evaluation of Military Transfer Training. Failure to provide transcripts or other documentation of formal courses may result in denial of credit.
2. Students enrolled in programs that grant ACE credit must submit official ACE transcripts.
3. Transcripts can be downloaded from <https://www.acenet.edu/>.
4. Transcripts are evaluated by LIT faculty to determine the award of course credit. LIT may accept, deny or modify credit recommendations following the academic curriculum and institutional policies. Non-equivalent credit is granted by LIT; however, equivalent credit may be granted by department chairs for use on degree plans.
5. DANTES Subject Standardized Test (DSST) will be awarded only when the student is enrolled at LIT at the time of the examination.
6. It is the student's responsibility to request DSST credit to be placed on his/her records.
7. LIT recognizes ACE recommended scores as the criteria for granting DSST credit. LIT reserves the right to change these required scores at any time and any changes will supersede previous policy. For a complete list of DSST exams available, please visit their website at <https://www.getcollegecredit.com/>
8. DSST charges a fee that must be paid via debit or credit card at the time of the exam. Students will enter this information in at your testing computer just before testing. Students will not be charged until the exam is started.
9. Active Duty Military members only pay the DSST exam fee, all first attempts fees are waived in support of military personnel. If students test at a DSST funded military test center the examination and administrative fee may be fully covered.
10. Visit <https://www.dantes.doded.mil/FinancialAid/index.html> for additional financial support resources for CLEP, Military tuition assistance, VA Education Benefits, and Military Spouse & Family Member Resources.
11. Veterans may be eligible for reimbursement of exams and administrative fees from the Veterans Administration. Visit <https://benefits.va.gov/gibill/> for more information.
12. Official DSST exam score reports are required to receive credit.

### **Workplace Education/Training:**

1. Interested students should consult with the program director and/or the department chair for additional information.
2. Students must request official transcripts for credits received through the ACE. Visit ACE at <https://www.acenet.edu/Programs-Services/Pages/Credit-Transcripts/CREDIT-Evaluations.aspx>
3. The student should submit ACE, Professional Licenses, Certification or Apprenticeship transcripts to program/department chairs or advisors for evaluation.
4. Department Chair and/or program director will review the certifications and make recommendations to the AVP of Student and Academic Success on the equivalent courses(s) which the student will receive college credit per the ACE and/or NCCCS Continuing Education Master Course Listing and Business and Industry Guidelines.
5. ACE evaluated training is verified through the National Guided to College Credit for Workforce Training. <http://www2.acenet.edu/credit/?fuseaction=browse.main>

**Professional Licensure/Certifications:**

1. Students should consult with the advisor, program director and/or the Department Chair.
2. The student should submit official copies of current earned certifications or licensure to the Department chair/program director or advisors for evaluation.
3. The Department chair/program director will review the certifications and make recommendations to the AVP of Student and Academic Success on the equivalent courses(s) in which the student will receive college credit per the ACE and/or NCCCS Continuing Education Master Course Listing and Business and Industry Guidelines.

**Prior Learning Portfolio:**

1. The student must schedule and complete a meeting with the Department Chair to discuss applying for PLA. The Department Chair will provide the student with an application for PLA and discuss assembling documentation for the portfolio evaluation.
2. Documentation may include samples of work, non-credit transcripts, certifications, or other evidence of prior learning.
3. The portfolio of information will be evaluated by a LIT faculty member with expertise in the discipline and reviewed by the Department Chair, and AVP of Student and Academic Success.
4. The Faculty Evaluator will submit the student's portfolio evaluation, application for PLA to the Department Chair for review. The Department Chair will forward the materials to the AVP of Student and Academic Success who will verify the assessment and forward the information to the Executive Vice President & Provost (EVP) for review.
5. College credit is awarded if the faculty evaluator determines the portfolio provides sufficient evidence that the knowledge and skills a student has acquired outside the classroom are equivalent to what one would have acquired in the respective college course.
6. The AVP of Student and Academic Success will notify the applicant in writing of the outcome of the application for PLA.
7. In determining prior learning for coursework completed in continuing education non-credit courses, the college references the NCCCS Continuing Education Master Course Listing and Business and Industry Guidelines.

**Advanced Placement (AP):**

1. Advanced Placement exams are offered at local high schools after students complete the necessary coursework.
2. Students that have taken and passed the AP exam will receive appropriate credit when the participant obtains the minimum score required by the receiving institution Registrar's Office.
3. The student requests AP examination scores taken in high school from the College Board to be sent to the Transcript Evaluator. Visit the following website for information <https://ap.collegeboard.org/>
4. The receiving institutions determine the required minimum score.
5. The Transcript Evaluator will review AP scores to determine the required score for the receiving institution. Students that successfully achieve the required score per receiving institution will be awarded the appropriate credits for each course.

### College Level Examination Program (CLEP):

1. To register for the CLEP Test go to <https://clep.collegeboard.org/?excmpid=VT-00005> to read the descriptions of all exams offered, decide which exams to take, order study material, and review the CLEP online tutorial. CLEP offers 33 exams in five subject areas.
2. It is the student's responsibility to request CLEP credit placed on his/her records.
3. LIT recognizes the ACE recommended scores as the criteria for granting credit.
4. LIT reserves the right to change these required scores or any policy at any time. Therefore, any policy changes made will supersede any other policy.
5. Students should check with the home institution or advisor to verify what CLEP exams are accepted and the minimum passing score they require, as scores may vary by institution.
6. There are three steps to register for any CLEP exam. Each step must be completed before the test day:
  - A. The student should complete registration with CLEP and pay the exam fee. Once registered and fees are paid, students' may arrange an appointment through the My Account registration portal at <https://clep.collegeboard.org/>. A voucher/admission ticket will be generated, which must be presented upon check-in on test day. This process must be completed before arriving at the LIT Testing Center. Voucher/admission tickets are valid for six months. An expiration date will be printed on your voucher/admission ticket provided by CLEP. Possession of a voucher/admission ticket does not ensure seating for a test as a walk-in. You must make an appointment with the LIT Testing Center.
  - B. A non-refundable administrative service fee must be paid to LIT for each exam taken. Contact the Testing Center for administrative service and testing fees. Exams that require an **essay** will cost an additional fee. This additional fee will be collected once you have taken the multiple-choice part and passed. Fees must be paid at the LIT Cashier's Office on the first floor of the Cecil Beeson Building. Fees are subject to change.
  - C. Once fees are paid, visit the LIT Testing Center to schedule an appointment for testing. Proof of payment is needed to make an appointment. Testing Center is located in Room 115 of the Eagles' Nest Building. Please give the testing center at least a 24-hour notice to prepare for the exam. You may contact the Testing Center at 409-839-2027 or [testingcenter@lit.edu](mailto:testingcenter@lit.edu). If you wish to reschedule, you must provide the Testing Center Office at least 24-hour's notice before the scheduled exam. If you do not appear for your exam, you will forfeit your administrative service fee.
7. Scores must be submitted to the Registrar's Office for review.
8. Students meeting the ACE recommended scores of 50 will be awarded the appropriate credits for each course as outlined on the CLEP Information Credit Granted by LIT.
9. The college accepts previously recorded CLEP examinations as recorded on an official college transcript. Accepted courses will be reflected as such on the LIT transcript.
10. Credit will not be awarded from examination to students who have prior credit for the same course or its equivalent. Grades will not be assigned, nor will hours be used in the computation of grade point average. See guidelines.
11. CLEP scores do not automatically transfer, even if on a college transcript. Each school may have its criteria.
12. For more information about the CLEP Examinations, go to <http://www.collegeboard.com/student/testing/clep/about.html/> or contact LIT Testing Center at (409) 839-2027 or email the Testing Center at [testingcenter@lit.edu](mailto:testingcenter@lit.edu)

### Challenge by Examination:

1. Students seeking to earn credit by examination should contact the department chair or advisor.



2. The student must apply through the department office, complete an application and get the approval of the department chair responsible for the course, and AVP of Student and Academic Success.
3. The student needs to pay the necessary credit by examination testing fees of \$50 per semester credit. Fees are paid at the LIT Cashier's Office located in the Cecil Beeson Building. Fees are subject to change.
4. The student must complete and pass a comprehensive examination with a grade of "C" or higher that addresses the learning outcomes for the course.

**Continuing Education Units (CEU) to Semester Hour Credit (SCH):**

1. Students seeking to earn semester credit hours (SCH) for Continuing Education Units (CEU) should contact the instructor for the course or Continuing Education Coordinator.
2. Students should consult the program faculty and/or the Department Chair to request for course equivalent credit for courses taken by continuing education.
3. Students that participate in CEU courses must meet the learning outcomes required for SCH.
4. CEU course descriptions must provide an overview of course content or subject matter that mirror SCH courses per WECM approved learning outcomes.
5. The student must receive the equivalent of a "C" grade in the CEU equivalent course.
6. The student must pay the designated fee per course before receiving SCH credit.
7. CEU course learning outcomes must align at the time a student completes the course to receive SCH credit.

**Application for Prior Learning Assessment Fee's**

The chart below indicates applicable fees for processing credit for prior learning. Fees are non-refundable and must be paid to the LIT Cashier Office before applying for evaluation.

<b>Pathway</b>	<b>Prior Learning Assessments</b>	<b>Fee</b>
1	Transfer of Military Training	No Fee
2	Professional Work Experience	\$50 per semester credit
3	DSST, CLEP, AP & IB	\$20 non-refundable service fee. See the website for the course exam cost.
4	Departmental Challenge by Exam	\$50 per semester credit
5	Continuing Education Mirror Courses	\$25 per college course
6	Licensure and Professional Certification	\$50 per semester credit
7	Career Education or Vocational Training	\$50 per semester credit

The courses that have been determined to be eligible for Advanced Placement, CLEP or DSST at LIT are identified below. LIT reserves the right to change these required scores at any time and any changes made will supersede any previous policy.

### **Advanced Placement by the College Board**

Students may earn advanced placement by completing the Advanced Placement (AP) by the College Board. The AP exams are offered at area high schools. Some of the most common subject matter areas and the basis for granting credits are listed below:

Exam Title	Minimum Score Required	Equivalent Course
Biology	3	BIOL 1406, BIOL 1407
Chemistry	3	CHEM 1411
English Lang Comp	3	ENGL 1301
English Lit Comp	4 or 5	ENGL 1301 & ENGL 1302
English Lit Comp	3	ENGL 1302
Macroeconomics	3	ECON 2301
Microeconomics	3	ECON 2302
Psychology	3	PSYC 2301
Statistics	3	MATH 1342
United States History	3	HIST 1301

Other subjects' tests may also be submitted for credit. Contact the AVP of Student and Academic Success for additional information. For a list of tests and registration information, go to [www.collegeboard.com/student/testing/ap/about.html/](http://www.collegeboard.com/student/testing/ap/about.html/). This URL is specifically for Advanced Placement (AP).

### **DSST Credit Granted by Lamar Institute of Technology and Required Scores**

Subject Examination	Score Required for Credit after 2008	Score Required for Credit Before 2008	Credit Hours	LIT Course
Art of Western World	400	48	3	ARTS 1301
Criminal Justice	400	49	3	CRIJ 1301
Fundamentals of College Algebra	400	47	3	MATH 1314
Human Resource Management	400	46	3	HRPO 2301
Introduction to Business	400	46	3	BUSI 1301
Personal Finance	400	46	3	BUSI 1307
Principles of Statistics	400	48	3	MATH 1342

For a complete list of DSST exams available, please visit their website at <http://getcollegecredit.com/> or contact the LIT Testing Center at (409) 839-2027 or [testingcenter@lit.edu](mailto:testingcenter@lit.edu)

### College Level Examinations Programs (CLEP) and Required Scores

CLEP Examination	LIT Equivalent Course	Minimum Score	Credit Granted
Principles of Macroeconomics	ECON 2301	50	3 SCH
Principles of Microeconomics	ECON 2302	50	3 SCH
American Literature	ENGL 2326	50	3 SCH
College Composition Modular	ENGL 1301	50	3 SCH
English (British) Literature	ENGL 2321	50	3 SCH
Humanities	HUMA 1315	50	3 SCH
History of the United States I	HIST 1301	50	3 SCH
History of the United States II	HIST 1302	50	3 SCH
American Government	GOVT 2305	50	3 SCH
Introductory Psychology	PSYC 2301	50	3 SCH
Introduction to Sociology	SOCI 1301	50	3 SCH
College Mathematics	MATH 1332	50	3 SCH
College Algebra	MATH 1314	50	3 SCH
Information Systems	COSC 1301	50	3 SCH

For a complete list of CLEP exams available, please visit their website at <http://www.collegeboard.com/student/testing/clep/about.html/> or contact the LIT Testing Center at (409) 839-2027 or [testingcenter@lit.edu](mailto:testingcenter@lit.edu)

## Appendix:



**PRIOR LEARNING APPLICATION**

**Student Name:** \_\_\_\_\_ **Student ID:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Course Number:** \_\_\_\_\_ **Course Name:** \_\_\_\_\_

Pathway	Prior Learning	LIT Fees
1	Transfer of Military Training	No Fee
2	Professional Work Experience	\$50 per semester credit
3	DSST, CLEP & AP	\$20 non-refundable service fee. Additional testing fees apply.
4	Department Challenge Exam	\$50 per semester credit
5	Continuing Education Unit to SCH	\$25 per college course
6	Licensure and Professional Credential	\$50 per semester credit
7	Career Education or Vocational Training	\$50 per semester credit

**Step One: Prior Learning Evaluator**

Name: \_\_\_\_\_ Office Location: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Pathway: \_\_\_\_\_ Fee: \_\_\_\_\_

**Prior Learning Evaluation Request:** Approved \_\_\_\_ Denied \_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Step Two: Payment Verification (attach receipt)**

Cashier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Return this form, with the receipt attached, to the Department Chair in order to schedule the Prior Learning Evaluation.

**Step Three: Prior Learning Evaluation Results**

Upon review of the attached documentation, portfolio, and/or assessment, and in accordance with the guidelines stipulated in the Prior Learning Assessment Handbook, I have determined the student (\_\_\_\_ meets) (\_\_\_\_ does not meet) the requirements to receive credit for the course listed above.

Evaluator Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Prior Learning Approval:**

AVP of Student Academic Success Signature: \_\_\_\_\_ Date: \_\_\_\_\_



### Transfer of Quarter to Semester Hours

Quarter credit will be rounded to the nearest whole semester hours

Quarter	Semester
1	.67
2	1.33
3	2.
4	2.67
5	3.33
6	4
7	4.67
8	5.33
9	6
10	6.67
11	7.33
12	8
13	8.67
14	9.33
15	10
16	10.67
17	11.33
18	12
19	12.67
20	13.37
21	14
22	14.67
23	15.33
24	16
25	16.67

Quarter	Semester
26	17.33
27	18
28	18.67
29	19.33
30	20
31	20.67
32	21.33
33	22
34	22.67
35	23.33
36	24
37	24.67
38	25.33
39	26
40	26.67
41	27.33
42	28
43	28.67
44	29.33
45	30
46	30.67
47	31.33
48	32
49	32.67
50	33.34