

OWENS COMMUNITY COLLEGE
PROCEDURES

Prior Learning Assessment Procedures

Board Policy No.: 3358:11-2-60

PROCEDURES

Prior Learning Assessment (PLA) allows a student the opportunity to demonstrate meeting a course's student learning outcomes and to earn college credit for learning done outside the classroom. PLA must be assessed by qualified faculty and/or evaluators. Course credit can be obtained in the following ways:

1. Articulated Credit

- a. Articulation Agreements – Articulation agreements are agreements between local secondary and adult educational institutions and the College. To request credit, a student must submit an official transcript and the appropriate form to the Records Office. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.
- b. Career Technical Assurance Guides (CTAG) – CTAGs provide statewide approval that certain courses will transfer between systems including secondary, adult education and post-secondary institutions. To request credit, a student must submit an official final high school transcript to the Records Office. The student's Career Center must submit the CTAG form to the Records Office. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.
- c. Licensures and Certifications – A student can earn credit through documentation of professional training including licensure, certification, or other credentials. The student must submit documentation to the appropriate academic department. The faculty and academic administration will determine if any course credit can be awarded. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.

2. Credit by Exam

- a. Advanced Placement (AP) – The College Board's AP Program offers a student the ability to earn college credit by exam for multiple courses while in high school. A student with an AP exam score of 3 or above will be awarded the aligned course credit. A student who wishes to obtain AP credit should request scores be sent to Owens Community College using school code 1643. A student can request this through the College Board website at https://apstudent.collegeboard.org/home_or_by_calling_888-225-5427. AP test scores may also be submitted on an official high school transcript.
- b. College Level Examination Program (CLEP) – The College Board's CLEP exams offers a student the ability to earn college credit for knowledge and skills learned outside of the classroom. A student who passes these exams with a minimum score

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will receive college credit. A student can view the available exams, minimum scores, testing locations, and pricing at the College Board's CLEP website at <https://clep.collegeboard.org/>. At the time of the CLEP exam, a student who wishes to obtain CLEP credit should request scores be sent to Owens Community College using school code 4367 for Toledo or school code 4819 for Findlay.

- c. Owens Proficiency Tests – Proficiency tests are developed by Owens Community College faculty and academic administration to allow a student to demonstrate competency for a course without enrolling in it. Testing fees may vary and a student is encouraged to talk with an advisor and/or a department chair about the process. A list of available tests and fees are available at www.owens.edu/testing/proficiency. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.

3. Military Credit

- a. Military Transfer Assurance Guides (MTAG) provide a statewide guarantee that certain types of military training, coursework, and/or experience will transfer as an existing college course. MTAG coursework currently aligns with the state's Ohio Transfer Module (OTM), Transfer Assurance Guides (TAGs), and Career-Technical Assurance Guides (CTAGs). A student with experience or coursework not covered by the MTAG system should contact the College's Office of Veterans Services.
- b. DSST exams are nationally standardized exams. A student who passes the DSST exam with a minimum score is awarded college credit. Students can view the exams available, minimum scores, locations, and pricing at the DSST website at <http://getcollegetcredit.com/>. At the time of the DSST exam, a student who wishes to obtain DSST credit should request scores be sent to Owens Community College using school code 4367. A student who wishes to obtain previous DSST exams should download the order form from the DSST website.

4. Work Experience Credit

A student has the opportunity to obtain credit through work experience. To request credit, a student must meet with the appropriate department chair to discuss work history and what documentation will be required to evaluate for credit. The faculty and academic administration will determine if any course credit can be awarded. There is a 12 credit hour maximum that may be waived for work experience. Fees for work experience waivers may vary. Credit will be reflected on the transcript as a “CR” for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.

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5. Portfolio Based Evaluation

Owens Community College recognizes that a student may come to the Owens with knowledge and skills gained through life experience. Portfolio based evaluations provide a method by which a student can document the experience. Documentation within the portfolio must contain evidence of college-level learning that matches the student learning outcomes of a given course. Applying for credit does not guarantee credit will be awarded. An Owens' subject matter expert will assist the student in the portfolio process, however it is the student's responsibility to construct and write the portfolio. The Owens' subject matter expert will also evaluate the portfolio and make a recommendation to the department chair and school dean. Portfolio and waiver fees may vary and a student is encouraged to talk to an advisor and/or department chair about the process. Credit will be reflected on the transcript as a "CR" for each course. This credit can fulfill degree requirements but may not be transferable to other colleges.

Other Policies/Procedures for Cross Reference

1. 3358:11-2-51 Graduation Requirements Policy and Procedures

These procedures conform to the [POLICY](#) amended by the Board of Trustees on May 3, 2017, and said policy has been filed with the State of Ohio Electronic Rule Filing with the policy effective date of May 29, 2017.