

# **Prior Learning Assessment**

**Youngstown State University  
Policies and Procedures**

**Draft**

Fall 2015

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# Youngstown State University

## Prior Learning Assessment

### Introduction

Prior Learning Assessment (PLA) is a process that enables students to demonstrate what they have learned outside the classroom and translate that learning into college credit. PLA validates learning acquired through: corporate training programs, extensive volunteer activity, military service, workplace experience, civic engagement, individual readings and studies, training sponsored by professional organizations, and training sponsored by governmental agencies. PLA credit is awarded for college-level learning (knowledge, skills, and competencies) that students have obtained as a result of their prior learning experiences.

Student must demonstrate their mastery of the knowledge in order to earn college credit. Students can demonstrate prior learning by: performance on standardized test or department challenge exams; creation and evaluation of a portfolio; or demonstration of military service learning.

### General PLA Guidelines

1. To apply for PLA credit, an individual must be eligible for admission to Youngstown State University and must be pursuing a certificate, associate, or bachelor's degree at the time of application.
2. PLA credits satisfy prerequisite requirements in the same manner as their course equivalencies at Youngstown State University.
3. PLA credit can only be awarded when a student is enrolled in traditional, online, or distance education courses through Youngstown State University. The credit will be officially awarded at the end of the semester if the student successfully passes a minimum of six (6) semester hours of coursework.
4. 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.
5. **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.**

6. Youngstown State University accepts credit for PLA that has been awarded by other regionally-accredited institutions. These credits have the same limitations in their use in meeting graduation requirements as PLA credits earned at Youngstown State University.
7. 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.
8. A student who has not earned college-level credit in a subject area may take a standardized exam (CLEP, DSST, etc.) for courses offered by Youngstown State University.
9. To award PLA credit, the appropriate faculty member will develop a matrix or rubric that clearly identifies the published course learning outcomes and/or the process for assessing mastery level. The rubric or matrix will be endorsed by the department chairperson or chairperson designee.
10. 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. An exception is permitted for a course that is not required in the major. The exception must be granted by the department chairperson or chairperson designee. 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> ).
11. All materials associated with PLA credit become the property of Youngstown State University.
12. PLA credit does not count toward Youngstown State University’s residency requirements:

Final hours – The last 20 semester hours leading to an associate degree and the last 30 semester hours leading to a baccalaureate degree must be completed at YSU. (In the pre-forestry, pre-law, and pre-medical curricula, which allow the student to earn final hours in absentia, the last 30 semester hours prior to the period of absence must be spent at YSU.)

Concentration area/Major hours – A minimum of 16 semester hours in the concentration area for the associate degree and a minimum of 16 semester hours of credits within the major in a baccalaureate degree must be earned in residence.

Upper-division hours – A minimum of 21 semester hours of upper-division credit for the baccalaureate degree must be earned in residence.

Additional college requirements – Additional residency requirements may be specified by individual colleges.

# Portfolio

Many adult (non-traditional) students may underestimate the value of learning that has occurred during their life experiences. Each day that a person works, engages the community, serves others, reads, and performs other various activities provides opportunities for him or her to learn valuable and quality knowledge. Some of this knowledge may approximate college level learning, and such learning can be evaluated and may be awarded college credit. One option for evaluation of such learning is the development of a portfolio for evaluation by YSU faculty.

A portfolio is a collection of information and documentation submitted by a student to demonstrate learning that has occurred outside the traditional college classroom. A portfolio documents skills and concepts that an individual has learned as a result of his or her life experiences and ties those skills and concepts to learning outcomes associated with specific courses or programs. This learning could have resulted from jobs, hobbies, volunteer work, training seminars, or other experiences resulting in intellectual growth and understanding. It should be highlighted that college credit for these experiences can be awarded only upon demonstration of college-level learning applied to specific learning outcomes. This credit cannot be awarded simply for life experience.

## **Sites Where Learning Outside the Classroom Can Occur:**

- Jobs
- Workshops
- Seminars
- Religious Organizations
- Hobbies
- Travel
- Civic Involvement
- Work-Related Training
- Professional Licenses
- Professional Certifications
- Professional Memberships
- Professional Accomplishments
- Community Service
- Volunteer Services

The documentation a student presents to demonstrate the mastery of learning varies by course and may include: a self-assessment; awards; honors; examples of documents developed; examples of materials made (like a machine part); an essay explaining knowledge and experience; documents developed at work; documents developed during a civil engagement; certificates showing completion of workshops; or certificates showing completion of a seminar offered by professional organizations, business, industry, or government agencies. Preparation and content of the portfolio are the responsibility of the student and must be of sufficient breadth and depth to validate the student's stated learning and provide the evaluators with qualitative evidence for evaluation. A PLA course, PLA 1500: Portfolio Development, was developed to instruct students in building a satisfactory portfolio. A student may not receive PLA credit for a portfolio without first completing PLA 1500.

## **Appropriate Application of PLA Credit**

PLA credit may be awarded in the following ways:

- The primary goal is to award credit equated to courses with specific learning outcomes.
- Learning may be equated to an internship/clinical experience.
- If it is determined that a student's learning is too broad or overlaps learning outcomes from various courses, then PLA credit may be awarded in one of the following courses: PLA 2600 (lower division credit) or PLA 3700 (upper division credit). The level of learning and the amount of credit awarded will be determined by YSU faculty members.

If it is determined that a student will be awarded PLA credit in the courses PLA 2600 or 3700, then the YSU faculty members, in consultation with the department chairperson, will apply the credit to the student's degree in one of the following ways:

- Substitution for required courses within the major
- General elective hours within the major
- General elective hours outside the major

## **New Courses Associated with PLA**

### **1. PLA 1500: Portfolio Development**

This course examines the importance of learning outcomes and the ways in which faculty evaluate the achievement of those outcomes. The course walks students through the process of evaluating their own experience for the achievement of college-level learning and the demonstration of that learning through the preparation of an academic portfolio. Fee: \$300. CR/NC (1 s.h.).

### **2. PLA 2600: Prior Learning Assessment (based on the course LASS 3780: Lifetime Learning Experience)**

This course offers credit for learning that has occurred outside the traditional academic classroom awarded for college-level learning (knowledge, skills, and competencies) that students have obtained as a result of their prior learning experiences. Mastery is deemed undergraduate lower-level learning. Prereq.: PLA 1500, at least 6 s.h. of coursework at Youngstown State University, and consent of the appropriate chairperson. Credit may be applied to the transcript multiple times. CR/NC (1 – 15 s.h.).

### **3. PLA 3700: Prior Learning Assessment (formerly LASS 3780)**

This course offers credit for learning that has occurred outside the traditional academic classroom awarded for college-level learning (knowledge, skills, and competencies) that students have obtained as a result of their prior learning experiences. Mastery is deemed undergraduate upper-level learning. Prereq.: PLA 1500, at least 6 s.h. of coursework at Youngstown State University, and consent of the appropriate chairperson. Credit may be applied to the transcript multiple times. CR/NC (1 – 15 s.h.).

### **Steps for Students to Follow to Secure Academic Credit for Life Learning:**

1. Contact the PLA Coordinator (if no coordinator has been named, then contact a member of the PLA Committee).
2. Complete the PLA Credit Application.
3. The PLA Coordinator will direct the student either to complete the online PLA 1500: Portfolio Development course or take a standardized or department challenge exam.
4. If the PLA Coordinator determines that the student meets the minimal requirements to apply for portfolio-based credit, then the student will be advised to complete the online PLA 1500: Portfolio Development course (1 s.h. of credit; grade option is CR/NC; fee of \$300). Complete the application form and follow instructions on the form and those discussed in PLA 1500.
5. If the student's prior learning does not match a specific course or discipline-related internship/clinical experience, then the PLA Coordinator will meet with an appropriate department chair to discuss and determine if appropriate learning outcomes exist in which to assess the life learning. The student will be informed once these learning outcomes are established so that an appropriate portfolio can be developed.

### **Roles of YSU Personnel including Appeal Process**

#### **Faculty Members**

- Develop learning outcomes for specific courses (as needed).
- Review portfolios (faculty members receive a nominal stipend of approximately \$125 for each portfolio reviewed – students are paying a fee of \$150.00 per review; fringe benefits are deducted prior to faculty being paid for the review). Two faculty members will review each portfolio. If there is a split decision about the awarding of PLA credit and how it is to be applied to the degree, then the department chairperson will review the portfolio and make a final decision. If the department chairperson believes he or she does not have the discipline-related knowledge to make the final decision, then she or he may assign a third faculty member to evaluate the portfolio.
- Assist chairpersons in deciding how to apply PLA credit.



## **Chairpersons**

- The chairperson will determine who, based upon the expertise of the faculty members, should be assigned to evaluate the portfolio. If the faculty member declines the assignment, another faculty member will then be selected. If necessary, the department chairperson may assign the task to an adjunct faculty member.
- The chairperson or chairperson designee will serve as a tie breaker (if needed).
- If it is determined that PLA 2600 or 3700 credit is to be awarded, then the department chairperson, in consultation with the faculty members who evaluated the portfolio, will determine the amount of credit to be awarded, the mastery level (lower or upper division), and the application of the hours to the degree (substitute for required courses, substitute for elective courses in the discipline, or substitute for general elective hours outside the major).
- If it is determined that the credit to be awarded is PLA 2600, and the department chairperson, in consultation with the faculty members who evaluated the portfolio, recommend general education credit, the portfolio will be reviewed by the General Education Coordinator and the appropriate GE Domain representative. Courses receiving a unanimous vote of approval will receive GE credit. Portfolio credit for General Education cannot be award to experience already evaluated by the other methods. PLA 3700 is not eligible for General Education Credit.
- The chairperson will: 1) notify the Records Office of credit to be placed on the student's transcript; 2) assure that the student completes the proper paperwork; and 3) inform the student about how to pay required fees.

## **PLA Committee Members (Appeal Process)**

- The PLA Committee serves as the appeal body for students in cases in which procedures or evaluation may have been handled improperly. A student's appeal must be filed within 30 days of the decision to either award or to not award credit. Failure to recommend credit does not constitute improper procedure.

## **Restrictions on Portfolio Credit**

- A student will not be awarded credit for being a client or resident of an agency or organization.
- A student may not request portfolio evaluation for an academic course that he or she enrolled in and failed to pass.
- Student may not request portfolio evaluations for the same experiences multiple times from different departments.

### **Cost and Fees**

Students must pay for the one (1) semester hour course, PLA 1500: Portfolio Development, (taught by the PLA Coordinator or a designee) at the standard enrollment cost. This course focuses on the role of learning outcomes and methods of demonstrating that mastery of the learning has occurred. The student must pay a \$300 fee for the evaluation of the portfolio. For each semester hour of credit awarded, the student must pay a transcription fee of \$30.00 per semester hour.

### **Closing Comment on Portfolio Assessment**

The amount of portfolio credit awarded depends upon the depth, length, and quality of the learning that has occurred. Credit will only be awarded to students for demonstration that course learning outcomes have been achieved. Further, students should be aware that some learning experiences have no YSU course equivalent. In such cases, although the learning by the student may be valuable, there is simply no course for which a student can be awarded credit.

# **Credit by Exam**

## **Standardized and Department Challenge Exams**

Any student who believes he or she is qualified to earn college credit based upon experience, previous training, or noncredit coursework may request credit by examination. The examination will be thorough and in keeping with the established goals and objectives of the course(s) and the overall academic program. Theoretical knowledge will be tested by faculty recommendation through common acceptable measures (i.e., paper and pencil, computerized, etc.) with the possibility of a skills component. Both written and skills testing may be required to insure “course rigor” is maintained and achieved.

### **Exams**

Youngstown State University offers standardized exam and department challenge exam testing.

**Standardized Exams** refer to college-level examinations delivered by a third-party vendor that allow students to receive college credits in certain courses. Two common types of standardized exams accepted at YSU are:

CLEP – College Level Examination Program – CLEP exams assess proficiency in general education through 33 tests. Most CLEP exams cover lower level and introductory knowledge in these primary areas: mathematics, writing, communications, and science.

DSST (formally called DANTES Subject Standardized Tests) – DSST examinations test knowledge in both lower and upper-level college material through 38 tests in six subject areas.

In addition to Standardized Exams, YSU also offers **Department Challenge Exams**. Developed by YSU faculty members, these exams measure a student’s mastery of the learning outcomes associated with a particular course.

Department Challenge Exams - Currently-enrolled students may demonstrate their ability and knowledge in a particular subject area by taking a special examination (through the appropriate academic department). The exams are based upon established learning outcomes. Students are provided with a recommended reading list and/or a study guide to prepare for the examination.

### **Expansion, Standardization, and Centralization**

Youngstown State University will expand credit by exam opportunities for all students, standardize the process by which students utilize credit by exam opportunities across campus, and centralize the administration of such credit by exam opportunities.

#### Expansion (Standardized Exams):

As of Spring 2015, Youngstown State University only accepts 14 of the 33 CLEP exams available to students. YSU accepts fewer CLEP exams than any other northeast Ohio university by almost one-half (see Appendix B). The CLEP program at Youngstown State University will be expanded across campus to encompass all CLEP exams by Fall 2015. If the faculty members in a department deem the CLEP exam in their discipline does not meet academic rigor, then the faculty members, or a subgroup of the faculty members, may develop a challenge exam to replace the CLEP exam. The decision to create a challenge exam instead of accepting the CLEP exam must be provided in writing to the following individuals by September 30, 2015: department chairperson, dean of the college, manager of the YSU Comprehensive Testing Center, and the members of the PLA Committee. The department challenge exam should be sent to the Comprehensive Testing Center no later than December 1, 2015. Testing will be administered at the testing center and forwarded to the department for grading.

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 of a particular course for which CLEP provides an exam. 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 to the following individuals by September 30, 2015: department chairperson, dean of the college, manager of the YSU Comprehensive Testing Center, and the members of the PLA Committee.

***The procedure listed above will also be followed for the DSST exams.***

#### Expansion (Department Challenge Exams):

The following individuals should be notified when an academic department develops a challenge exam: department chairperson, dean of the college, manager of the YSU Comprehensive Testing Center, and the members of the PLA Committee. This 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 no later than December 1, 2015. Testing will be administered at the testing center and forwarded to the department for grading.

#### Standardize:

Youngstown State University will develop a standardized and easily accessible procedure by which students can take advantage of credit by exam opportunities and must prominently promote the array of these opportunities to the student body. To assist in accomplishing this goal, YSU will maintain an updated webpage detailing exam opportunities to students. The PLA webpage must be reviewed and updated bi-monthly by the PLA Coordinator or a designee. The PLA and Comprehensive Testing Center webpages will be linked to each other.

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 credit by exams. Students will be directed to complete the application form and submit it to the PLA Coordinator or designee (see below) 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.

Centralize:

In order to help standardize the credit by exam process for students, PLA information will be centralized in a designated PLA office which is administered by a PLA Coordinator (see Appendix A for list of responsibilities and tasks). 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, 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, Exam Specific**

1. 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 (A-F, AU, INC, NF, CR, NC).
2. 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.
3. Students pursuing a baccalaureate degree may earn up to a maximum total of 30 semester hours via credit by exam (CLEP, AP, departmental exams, etc.). Students pursuing an associate degree may earn a maximum total of 15 semester hours via credit by exam. Students who wish to take more than the maximum permitted may petition their college dean for a waiver of this limitation. Students who have earned more than the maximum permitted credits by exam (e.g., AP and/or CLEP) before attending YSU will be granted academic credit, provided such credit meets YSU standards.
4. Students should consult with their academic advisor for further information regarding the applicability of CLEP, department challenge exam, or other credit by exam opportunity toward specific degree requirements.
5. According to College Board policy, students wishing to retake a CLEP exam must wait three months before retesting. This policy is subject to change based upon College Board policy.

## **Exam Processes and Fees**

Students requesting Standardized Exams must pay the non-refundable third party vendor fee for CLEP, DSST, etc. plus a non-refundable \$25 university processing fee. **All university processing fees are waived for active military and university veterans.**

Students who are interested in the CLEP program register for a CLEP exam via the Comprehensive Testing Center (CTC) webpage at [www.ysu.edu/testing](http://www.ysu.edu/testing). Information on the two-step process for test registration can be found by clicking on “credit by exam” and following the outlined instructions. When registering for a test, students incur two fees, an \$80.00 exam fee assessed by College Board and a \$25 YSU administrative charge by the Comprehensive Testing Center.

Once a YSU student has successfully completed a CLEP exam and met the qualifying score, an official transcript is sent from College Board to YSU’s Records Office and the student is awarded credit for the course associated with the exam on his/her academic transcript.

Students requesting Department Challenge Exams must do so with the assistance of the PLA Coordinator. Students have to identify the course in which they believe they have mastered the subject matter. The department chairperson will be contacted to see if a department challenge exam exists or can be written. If a challenge exam is not available, then students may complete portfolios for evaluation. The goal is to offer department challenge exams when possible. Each department challenge exam should have a reading list and/or study guide available for the students.

If it is determined that a student may take a department challenge exam, then he or she must complete an application form for Credit by Examination, which must be signed by the PLA Coordinator, departmental chair, college dean, and a student accounts representative. Exams are administered in the Comprehensive Testing Center. When an exam is completed, the chairperson must sign the application form and send the document to the Records Office.

## **Appeals**

Students may not appeal the grade of the exam. They may appeal the process to the PLA Committee. This appeal must be submitted within 30 days of the grade being posted.

## **Closing Comment on Standardized Exams**

Currently, the YSU Comprehensive Testing Center offers a wide array of professional exam certifications via partnerships with professional testing companies such as Pearson Vue, Castle, Comira, Prov, and Kryterion. These certifications, among others, could provide additional PLA opportunities for students attending YSU. Departments interested in this option should contact the Comprehensive Testing Center to discuss these opportunities.

## Military Credit

Youngstown State University recognizes the depth of learning that occurs when an individual serves in the armed forces. 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. Any credit on the JST, as evaluated by ACE, will be placed on the student's transcript as transfer credit according to ACE guidelines.
- Basic Training equates to HPES 15xx SPA-WB (Social and Personal Awareness – Well Being) for all students according to the ACE guidelines.
- All courses determined by ACE to be lower or upper division credit will be placed on the 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). This would be a similar process used to evaluate other transfer credit. If it is determined that the course is equivalent to a YSU course, then the application of credit will apply to all military personnel that have completed that course. 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. Courses receiving a unanimous vote of approval will receive GE credit.
- 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. The PLA Coordinator can assist the student in determining which Academic Department would be the appropriate Academic Department from which to seek that permission; it should be noted that the Academic Department may require testing or a portfolio review prior to awarding any credit for technical learning.
- Not all courses listed on the JST are awarded the same number of semester hours as a course at Youngstown State University. Please see Appendix C. 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.

## **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.

Active military or university veterans are also encouraged to take exams such as CLEP and DSST were 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 meet with the Office of Veterans Affairs or the PLA Coordinator for guidance on how to obtain credit for learning that has occurred outside the classroom environment. 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.

### **Appeal Process:**

- Students may not appeal the determination of course equivalents by an Academic Department.
- Students may not appeal the determination of general education equivalents by the General Education Committee.
- Students may appeal the process to the PLA Committee.



## **Closing Comment on Military Credit**

Youngstown State University is proud of its designation of being a “military friendly” institution for the past six years. YSU is committed to meeting all the requirements of House Bill 488 which was recently signed into law by Governor Kasich on June 16, 2014. The bill provides, among other things, easier access to education for veterans and requires state education institutions to offer a means by which military members are awarded appropriate and adequate college credit for their military training, experience, and course work. The application of credit to our active military and university veterans is in line with three of President Tressel’s stated goals during his installment speech. He said he wanted to increase enrollment, decrease the amount of time students take to earn their degree, and reduce the amount of loans being used to obtain a degree.

## Future Concerns/Tasks

The PLA Policies and Procedures Manual at Youngstown State University is a living document. It will be reviewed and corrections made if deemed necessary on a bi-monthly schedule. The PLA Committee is responsible for meeting and completing the following tasks. The primary focus of the PLA Committee for Spring 2015 is the approval of the *PLA Policies and Procedures* manual. In the summer, the PLA Committee will have many tasks to complete. The primary focus in Summer 2015 will be determining who is responsible for the implementation, maintenance, and obligations of Youngstown State University's PLA Policies. If a PLA Coordinator cannot be employed or assigned, then the PLA Committee will have to develop a plan of action to sure that the responsibilities of that coordinator are cared out.

**PLA Committee (Membership):** The original membership of the PLA Committee was selected by the co-chairs. They selected individuals who had an understanding of testing, portfolios, and military service. Two individuals were selected by college deans. The PLA Committee, working with the Academic Senate, must establish how members will be selected and/or assigned to serve on the committee. This process must be completed by Fall 2016.

**Advisement (Training):** The needs of adult learners are different than those of traditional students in many situations. Advisors, faculty members, staff, and administrators need to be trained on how to advise and assist adult learners. All these individuals will also need training on how to properly promote and administer PLA policies at Youngstown State University. A basic training program should be offered by late Summer 2015 or early Fall 2015. If the University does not have a PLA Coordinator in place by mid-summer 2015, then the PLA Committee will have to address the issue of training.

**Recruitment Strategies (Webpage and Crosswalks):** The success of PLA depends upon several key items being in place. It is imperative that YSU develop a webpage that focuses on adult learners and PLA (see Appendix D for an example). A successful PLA plan has "Crosswalks for Certificates" (see Appendix E) in place. These crosswalks need to be discussed, evaluated, and developed. To help assure a successful PLA initiative, partnerships with area business must be developed, and degree completion programs need to be instituted. If the University does not have a PLA Coordinator in place by mid-summer 2015, then the PLA Committee will have to address these strategies for growth.

**Outcomes and Assessment:** According to the Ohio Board of Regents, each state university and college will have to provide data concerning their PLA programs. At the time of this publication, the exact expectations of the needed data or procedures for collecting and reporting have not been established.

**PLA Policy Review Dates by Academic Senate:** The PLA Policies and Procedures Manual must be reviewed during spring semester every even year (next evaluation period: Spring 2016).

## **PLA Committee Members 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

## **Appendix A**

### **PLA Coordinator Position Description and Responsibilities**

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

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YOUNGSTOWN STATE UNIVERSITY

**Issue Date:** 12/14

**Salary Range:**

**Reviewed By:**

**TITLE:** PLA Coordinator

**DEPARTMENT:** Provost Office

**JOB SUMMARY:**

Assist in the ongoing development and implementation of the university's Prior Learning Assessment policies and procedures. Direct students on how prior learning credit, learning acquired outside the traditional classroom, is systematically acknowledge and credit awarded. The Coordinator will conduct the initial evaluation of students' prior learning (corporate training, extensive volunteer activity, military service, workplace experience, etc.) and direct the student to the appropriate approach for having their prior learning accessed: (1) Credit by Examination, (2) Military Credit, and/or (3) Portfolio-Based Assessment. The PLA Coordinator will oversee the Committee that evaluates the Portfolio/Application of non-academic specific, prior learning. The PLA Coordinator will act as a liaison with academic departments, enrollment management, and area businesses/agencies to develop articulation agreements that recognize learning that occurs at their businesses/agencies. Conduct assessment of the PLA program, policies, and procedures with an emphasis on student success. Work closely with Admissions and the Office of Veterans' Affairs to assure students are awarded prior learning credit when appropriate. Oversee PLA training on campus.

**ESSENTIAL FUNCTIONS & RESPONSIBILITIES:**

Act as liaison with various stakeholders (students, faculty, staff, administrators, and area businesses/agencies). Make recommendations to improve prior learning assessment.

Oversee the activities of the Committee that evaluates the Portfolio/Application of non-academic specific, prior learning.

Serve as a member on the university's PLA Committee.

Provide data to various entities regarding students awarded prior learning credit and their success rates (graduation, passing licensure exams, etc.).

Complete university and state required assessment reports on prior learning.

Confer with students in-person, and using various communication systems such as video conferencing, web-based, etc. to discuss learning that has occurred outside the traditional classroom and advise them on the appropriate approaches to obtain official evaluation of this learning, and enter recommendations and notes in appropriate computer systems.

Provide advice and consultation for prior learning promotional materials; work with YSU Marketing and Communications Department.

Assist with the development of the PLA, Adult Learners website, and assure that the webpage is updated in a timely fashion.

Maintain an updated list of Credit by Exams accepted at YSU and Departmental Challenge.

Work closely with the Testing Center to assure that information on the PLA website and the Testing Center website is the same.

Work closely with the Office of Veterans Affairs to assure that information on the PLA website and our Veterans website is the same.

HR-Academic Affairs: Provost Office: PLA Coordinator

Issued to:

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 2 of 3

**TITLE:** PLA Coordinator

Oversee training of staff and faculty concerning prior learning.

Act as a liaison with the Ohio Board of Regents and the PLA Network.

Work closely with area business/agencies, academic department, and the Vice President of Enrollment Planning and Management to develop articulation agreements that recognize learning that occurs at area businesses/agencies.

Oversee any coursework that is required by the student prior to credit being awarded from a portfolio/application evaluation, update the course materials as deemed necessary by the PLA Committee.

Work with the Office of Undergraduate Admissions to add a question on the application that addresses prior learning so if the student does not initiate the conversation about possible college credit, then the PLA Coordinator can do so.

Assure that the university is in compliance with all laws and mandates, state and federal, that impact prior learning assessment, such as H.B. 488; coordinate efforts with other offices on campus to assure this compliance.

Assure compliance with H.B. 488 and DOD requirements pertaining to PLA.

Serve as a liaison between OBOR, the Office of Degree Audit, and the Office of Veterans' Affairs concerning MTAGs.

Work with the University Registrar to utilize Xtender Solution to store student portfolios and other documentation related to PLA submitted by the student.

Review Ivy Tech Community College's PLA webpage information about Training and Certification Crosswalks. Work with Academic Departments and area business to develop local crosswalks that will lead to the obtainment of degrees.

**OTHER FUNCTIONS & RESPONSIBILITIES:**

Performs other related duties as assigned.

**SUPERVISION EXERCISED:**

None

**REPORTS TO:** Associate Provost

HR-Academic Affairs: Provost Office: PLA Coordinator

Issued to:

**PROFESSIONAL/ADMINISTRATIVE STAFF  
POSITION DESCRIPTION**

Page 3 of 3

**TITLE:** PLA Coordinator

**PHYSICAL REQUIREMENTS:**

None

**REQUIRED CERTIFICATIONS AND/OR LICENSURES:**

None

**MINIMUM QUALIFICATIONS:**

Master's degree.  
Minimum three years experience in academic advisement at the university level.  
Experience working with articulation agreements.  
Teaching experience at the university level.

HR-Academic Affairs: Provost Office: PLA Coordinator

Issued to:

## **Appendix B**

**How is YSU Currently Using Credit by Exam?**

**How are Other Northeast Ohio Universities Using Standardized Exams?**



## How is YSU Currently Using Credit by Exam?

### How are Other Northeast Ohio Universities Using Standardized Exams?

As of Spring 2015, YSU offers students three ways by which they may earn college course credit by exam (CBE): 1) high school students in AP (College Board's Advanced Placement) or IB (International Baccalaureate Organization) courses may take AP or IB exams that can earn college credit; 2) YSU students may take CLEP (College-Level Examination Program) exams developed by the College Board to earn credit for specific courses; and 3) YSU students may earn credit for designated courses by satisfactorily passing exams established by academic departments. At this time, YSU does not accept credit resulting from DSST exams (recommended by the American Council of Education - ACE).

### CLEP

At present, students at YSU have the ability to take only 10 of 33 available CLEP exams. The specific exams and qualifying scores are listed below.

<b>CLEP Exam</b>	<b>Required Score</b>	<b>Credit Granted</b>	<b>Equivalent Course</b>
General Biology 1	50	4	BIOL 2601, 2601L
General Chemistry	50	8	CHEM 1515, 1515L & 1516, 1516L
Introductory Business Law	51	3	MGT 2604
Natural Science	50	6	PHYS 1500, BIOL 1505
Principles of Macroeconomics	50	3	ECON 2630
Principles of Microeconomics	50	3	ECON 2610
Psychology	50	3	Psych 1560
French Language	36	4	FRNCH 1500
	50	4	FRNCH 2600 only
	62	3	FRNCH 2605 only
German Language	36	4	GERMN 1550
	40	4	GERMN 2600 only
	42	3	GERMN 2605 only
Spanish Language	41	4	SPAN 1550
	50	4	SPAN 2600 only
	66	3	SPAN 2605 only

Students who are interested in the CLEP program register for a CLEP exam via the Comprehensive Testing Center (CTC) webpage at [www.yzu.edu/testing](http://www.yzu.edu/testing). Information on the two-step process for test registration can be found by clicking on “credit by exam” and following the outlined instructions. When registering for a test, students incur two fees, an \$80 exam fee assessed by College Board, and a \$25\* YSU administrative charge by the Comprehensive Testing Center. YSU’s CLEP administration fee is comparable to that of YSU’s competitor universities:

- U Akron \$25
- Kent \$35
- Cleveland State \$30
- BGSU \$20
- OSU \$40

*\*All YSU CLEP test administration fees are waived for active military and university veterans.*

Once a YSU student has successfully completed a CLEP exam and met the qualifying score, an official transcript is sent from College Board to YSU’s Records Office and the student is awarded credit for the course associated with the exam on his/her academic transcript.

### **How are competitor universities using Credit by exam:**

PLA Credit by exam subcommittee members reviewed the credit by exam policies at several competing institutions.

Summary of findings:

#### **University of Akron**

Accepts 23 CLEP exams. Score of 50 considered passing (Foreign Language is an exception)

Accepts IB/AP/DSST

Has nearly 100 courses approved for Bypass credit. Students can pass the class with a C or better and can apply to have the prerequisite coursework credit awarded as well.

Credit by Exam allowed with dean’s approval.

Guidelines for CBE

- Grade on exam is grade for course
- Must complete before start of last semester
- May not use to change a course grade.

No clear CBE outlined on web information

#### **Kent State**

Has 481 Departmental Credit by exam opportunities

Accepts 24 CLEP Exams

Accepts IB/AP/DSST exams

Guidelines

- Students may only attempt a CBE test once.
- Does not permit students to test out of earlier prerequisite coursework if subsequent coursework has been completed.
- Hour restrictions:
  - Baccalaureate – maximum of 30hrs CBE/CLEP/AP combined

- Associate – maximum of 15 hrs CBE/CLEP/AP combined
  - Permit petition to Dean for waiver of hour restriction
- Must complete all CBE/CLEP opportunities before the final semester before graduation
- Must complete exams within 60 days of date of payment/application for exam
- Not applied to residency requirement.

### **Cleveland State University**

Accepts all 33 CLEP exams. Score of 50 passing (FL excluded)

Departmental Credit by Exam

Guidelines

- 30 Credit hour limit
- Not applied to residence requirement.
- No credit is awarded for courses in which the student has already earned or been granted credit.
- No approval when the exam has been repeated.

### **Eastern Gateway Community College**

No clear CBE information on website.

Information on “Credit for Life”

### **Lorain County Community College**

Accepts 23 CLEP exam

Divisional Proficiency Exams/Department Exams

Professional Examinations – student’s eligibility to receive credit for an LCC course or group of courses related to the skills or competencies tested on the exam.

\*Well-developed website for both students and faculty. PLA Forms can be found online.

### **Stark State Community College**

Accepts up to 12 hrs CLEP credit

### **CAEL Report**

The Council for Adult and Experiential Learning released a study in March of 2010. The data, collected from 62,475 students at 48 postsecondary institutions showed that students who had access to PLA opportunities had better outcomes than students who did not, “particularly in terms of graduation rates and persistence, than other adult students. Many PLA students also shortened the time required to earn a degree, depending on the number of PLA credits earned.”

Link to CAEL Report: [http://www.cael.org/pdf/pla\\_fueling-the-race.pdf](http://www.cael.org/pdf/pla_fueling-the-race.pdf).

## **Appendix C**

### **Sample Joint Services Transcript**

**([http://jointservicetranscript.com/files/Army\\_JST\\_Sample.pdf](http://jointservicetranscript.com/files/Army_JST_Sample.pdf))**

# JOINT SERVICES TRANSCRIPT



\*\*OFFICIAL\*\*

**Name:** ARMY, I AM  
**SSN:** XXX-XX-XXXX  
**Rank:** Sergeant First Class (E7)  
**Status:** Active

**Transcript Sent To:**  
 University of XXXXXXXX

### Military Course Completions

Military Course ID	ACE Identifier Course Title Location-Description-Credit Areas	Dates Taken	ACE Credit Recommendation	Level
750-BT	<b>AR-2201-0399</b> <b>Basic Combat Training:</b> Upon completion of the course, the recruit will be able to demonstrate general knowledge of military organization and culture, mastery of individual and group combat skills including marksmanship and first aid, achievement of minimal physical conditioning standards, and application of basic safety and living skills in an outdoor environment.	13-MAR-1987 to 07-MAY-1987		
	<ul style="list-style-type: none"> <li>• First Aid</li> <li>• Marksmanship</li> <li>• Outdoor Skills Practicum</li> <li>• Personal Physical Conditioning</li> </ul> (10/00)(10/00)		1 SH 1 SH 1 SH 1 SH	L L L L
500-75D10	<b>AR-1406-0011</b> <b>Personnel Records Specialist:</b> US Army Training Center Ft Jackson SC To train individuals to maintain personnel records.	08-MAY-1987 to 26-JUN-1987		
	<ul style="list-style-type: none"> <li>• Clerical Bookkeeping</li> <li>• Office Procedures</li> <li>• Typing</li> </ul> (8/88)(8/88)		3 SH 2 SH 2 SH	L L L
605-19-PLDC	<b>AR-2201-0253</b> <b>Primary Leadership Development:</b>	22-MAR-1990 to 19-APR-1990		

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Drill Sgt School  
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-ANCOC 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**

Occupation ID	ACE Identifier Title Description-Credit Areas	Dates Held	ACE Credit Recommendation	Level
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75D10 **MOS-75D-004** 01-MAR-1996

**Personnel Records Specialist:**

Prepares and maintains personnel records or supervises records preparation and maintenance. Prepares correspondence forms and records using word processing software; maintains files; prepares and verifies a variety of personnel records; and provides computer data input.

- Credit may be granted on the basis of an individualized assessment of the student 0 SH L

(3/94)(4/94)

75Z40 **MOS-75Z-004** 01-MAR-1996

**Personnel Sergeant:**

Supervises the operation of a personnel office, including personnel administration, personnel management, personnel records, and information systems. Supervises performance of legal, reenlistment, and administrative matters as well as personnel actions; reviews, consolidates, and drafts reports and surveys; researches specific policies and procedures related to officer and enlisted personnel administration; reviews data prepared for

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computer input and reconciles output; as a mid-level manager, advises superiors on personnel administrative activities; supervises up to 18 persons in a segment of a large personnel office or in a small or medium-sized personnel office. NOTE: May have progressed to 75Z40 from 75B30 (Personnel Administration Specialist), 75C30 (Personnel Management Specialist), 75D30 (Personnel Records Specialist), 75E30 (Personnel Actions Specialist), or 75F30 (Information System Management Specialist).

- Computer Applications 3 SH L
- Field Experience In Management 3 SH L
- Human Relations 3 SH L
- Office Management 3 SH L
- Records Management 3 SH L
- Human Resources Management 3 SH U
- Management Problem Solving 3 SH U

(3/94)(4/94)

75H30

MOS-75H-001 01-APR-2001

**Personnel Services Specialist:**

Participates in occupational classification and management of manpower resources; supervises personnel management of manpower resources or supervises personnel management activities including maintaining personnel records and processing personnel actions service members and their family members. Prepares reports on strength levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small personnel office, battalion, and personnel services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems.

- Business Communications 3 SH L
- Clerical Procedure 2 SH L
- Office Administration 2 SH L
- Personnel Supervision 3 SH L
- Record Keeping 3 SH L
- Word Processing/Computer Applications 3 SH L
- Human Resources Management 3 SH U
- Management Problems 3 SH U

(6/97)(6/97)

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75H40

MOS-75H-001 01-SEP-2003

**Personnel Services Specialist:**

Participates in occupational classification and management of manpower resources; supervises personnel management of manpower resources or supervises personnel management activities including maintaining personnel records and processing personnel actions service members and their family members. Prepares reports on strength levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; prepares letters of sympathy to next of kin; types correspondence and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small personnel office, battalion, and personnel services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on strength (gains and losses) of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises small personnel office, specific personnel functions, battalion and personnel services; supervises quality assurance procedures; advises commander, adjutant, and other staff members on personnel administration activities.

- Business Communications 3 SH L
- Clerical Procedure 3 SH L
- Office Administration 3 SH L
- Personnel Management 3 SH L
- Personnel Supervision 3 SH L
- Record Keeping 3 SH L
- Word Processing/Computer Applications 3 SH L
- Field Experience in Management 3 SH U
- Human Resources Management 3 SH U
- Management Problems 3 SH U

(6/97)(6/97)

42A-40

MOS-42A-001 02-OCT-2003

**Human Resources Specialist:**

Participates in occupational classification and management of human resources; supervises activities including maintaining personnel records and processing personnel actions for service members and their families. Prepares reports on staffing levels and status of personnel; evaluates personnel qualifications for special assignments; prepares and processes requests for transfer or reassignment; processes classification/reclassification actions; prepares orders and requests for orders; prepares and maintains officer and enlisted personnel records; prepares and reviews personnel casualty documents; monitors suspense actions; initiates, monitors, and processes personnel evaluations; transfers records; processes soldiers for separation and retirement; processes and executes personnel service center level procedures and actions; processes applications for officer candidate school, warrant officer flight training, and other training; processes recommendations for awards and decorations; processes bars to reenlistment and suspension of favorable personnel actions; initiates applications for passports and visas; monitors appointment of line of duty, survivor assistance, and summary court officers; processes line of duty investigations; processes deployment forms; prepares letters of sympathy to next of kin; types correspondence

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and forms in draft and final copy; posts changes to Army regulations and other publications; prepares and maintains files on an automated data processing system; applies knowledge of provisions and limitations of Freedom of Information and Privacy acts. Provides technical guidance and training to subordinates. Supervises specific personnel functions in a small human resource office, battalion, and human resource services support activity; advises commanders on soldiers and personnel readiness and strength levels of supported reporting units; reviews consolidated reports, statistics, applications, and prepares recommendations for personnel actions to higher headquarters; reviews and prepares reports and data on staffing levels of personnel and makes duty assignments of enlisted personnel; reviews cyclic and other reports to assess systems performance; maintains liaison with servicing data processing facility and field managers of interfaced systems. Supervises quality assurance procedures; advises commander, adjutant, and other staff members on human resource administration activities.

- Business Communications 3 SH L
- Office Administration 7 SH L
- Word Processing or Computer Applications 3 SH L
- Field Experience In Management 3 SH U
- Human Resources Management 3 SH U
- Management 3 SH U

(9/04)(9/04)

*NONE ASSIGNED -- Occupation not evaluated by ACE or not evaluated during the time frame held by service member.*

**College Level Test Scores**

--

**College Level Examination Program (CLEP) & DANTEs Subject Standardized Tests (DSST)**

Date Taken	Title	Recmd Hrs	Required by ACE	Student's Score	Sub Score1	Sub Score2	Verbal Score
21-AUG-2006	Introduction to Business	3	46	46			

**Other Learning Experiences**

This section provides a record of the service member's learning experiences that do not have credit recommended for one or more of the following reasons:

- (1) Course has not been evaluated by ACE.
- (2) Class attendance dates were not recorded in the service member's record.
- (3) Course was not completed during the ACE evaluation period.
- (4) Course was not evaluated by ACE at this specific location.

Course ID	Date Taken	Title	Location	Reason
531-F7 (75D/E)	11-JUL-1987	Sidpers Computer Term Operations	US Army Training Center Ft Jackson SC	1
600-ANCOC (F) Ph 1	28-FEB-2001	Amedd Nco Advanced (Ncoes)	NCO Academy (SSC) Ft Jackson SC	1
500-75H40 Ph 2 AR-1408-0287	06-APR-2001	Senior Personnel Services Sergeant	NCO Academy (SSC) Ft Jackson SC	3

**\*\* PRIVACY ACT INFORMATION \*\***

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END OF TRANSCRIPT

\*NOTICE TO ALL TRANSCRIPT REVIEWERS:  
FOR FULL EXPLANATIONS OF ALL ITEMS FLAGGED ON THIS TRANSCRIPT, PLEASE REFER TO  
LEGEND FOLLOWING LAST PAGE OF TRANSCRIPT.

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## JST Official Transcript Explanation

The American Council on Education (ACE) is the nation's unifying voice for higher education. ACE serves as a consensus leader on key higher education issues and seeks to influence public policy through advocacy, research, and program initiatives. ACE's Military Programs evaluates formal service courses and occupations approved by a central authority, employing the services of teams of subject-matter specialists from colleges and universities (professors, deans, and other academicians) that, through the discussion and the application of evaluation procedures and guidelines, reach consensus on content, description, and amount of credit to be recommended for selected courses and occupations. For comprehensive information on the ACE Military Evaluation process, consult the Course and Occupation Evaluation Systems, described in the online Guide to the Evaluation of Educational Experiences in the Armed Services at: <http://www.militaryguides.acenet.edu/AboutCrEval.htm>.

ACE, the American Association of Collegiate Registrars and Admissions Officers (AACRAO), and the Council for Higher Education Accreditation have developed a set of guidelines contained in the Joint Statement on the Transfer and Award of Credit (<http://www.militaryguides.acenet.edu/JointStatement.htm>) that are intended to serve as a guide for institutions developing or reviewing policies dealing with transfer, acceptance and award of credit for courses and occupations completed in a variety of institutional and extracurricular settings, including the military. More information on guidelines for awarding credit for courses and occupations appearing on JST transcripts is contained in The AACRAO 2003 Academic Record and Transcript Guide.

Servicemembers may request copies of JST transcripts directly from the Operation Centers at <https://smart.navy.mil> or by calling 877-838-1659. ACE does not issue these transcripts or make any adjustments to missing or incorrect information contained in them. Servicemembers must contact the respective Operations Centers for adjustments or corrections to the transcripts. Colleges and universities may also receive web-based official copies of these documents by contacting the JST Operations Center at [SFLY\\_SMART@navy.mil](mailto:SFLY_SMART@navy.mil).

### Understanding JST Transcripts

The full exhibit and description for courses and occupations listed on JST transcripts can be found in the Guide to the Evaluation of Educational Experiences in the Armed Services which is available only online at: (<http://www.militaryguides.acenet.edu>) and updated on a daily basis as new courses and occupations are evaluated for recommended credit.

Key to transcript terms:

Military Course ID - This is the number the military service has assigned for this particular course.

SH - Semester hours.

ACE Identifier - The number ACE assigns a particular course. Courses are identified by a 2-letter prefix that designates the military service (NV-Navy, MC-Marine Corps, CG-Coast Guard, DD-Department of Defense, AF-Air Force), followed by a unique eight-digit course identifier.

ACE Credit Recommendation is listed in semester hours, in the following categories:

V = Vocational; L = Lower level (freshman or sophomore level); U = Upper level (Junior or Senior Level); G = Graduate level.

Dates Taken/Dates Held - Courses and occupations will normally have a start and end date that will show the time period the course was completed or the occupation was held.

Location - Valid location(s) where the course was completed.

Occupational Codes:

Navy Rates and Ratings:

NER - Navy enlisted rates are occupation identifications assigned to personnel at paygrades E-1 to E-9. Each general rate involves the performance of entry-level tasks and leads to one or more ratings. Career patterns from recruit to master chief petty officer are identified by 4 to 5-digit codes.

NEC - The NEC Structure supplements the Enlisted Rating Structure by identifying skills requiring more specific identification than that provided by general rates and ratings and that are not rating-wide requirements. Selected NECs have been evaluated by ACE to date.

LDO, NWO - Limited Duty Officer, Navy Warrant Officer - Technical officer specialists who perform duties that are technically oriented, with skills acquired through experience and training that are limited in scope to other officer categories. These specialties are normally identified by 4 digits, each successively providing more precise identification of the individual holder.

Marine Corps:

MCE - an MOS has 4 digits and a descriptive title; the first 2 digits normally describe the occupational field and the last 2 digits identify the promotional level and specialty within the occupation.

Coast Guard:

CGR - Enlisted rating structure used for classified enlisted personnel and qualifications, with career levels from recruit to master chief petty officer.

CGW - Coast Guard Warrant Officers are technical officer specialists who perform duties that are technically oriented and acquired through experience and training that is limited in scope and relation to other officer categories.

PNA - Passed, not advanced. This designation indicates a successful completion of service exams that qualify the servicemember for promotion to the next level in a given occupation, pending available openings at this occupation level.

Pending evaluation - This status designates a course or occupation that ACE may be in the process of evaluating or re-evaluating for the appropriate credit recommendation pending completion of the evaluation. For more information, contact ACE's Military Evaluations Department at [mileval@ace.nche.edu](mailto:mileval@ace.nche.edu). MATMEP - Maintenance Training Management and Evaluation Program, a standardized, documentable, level progressive, technical skills management and evaluation program for enlisted aviation technical maintenance training. The Summary sheet submitted by the servicemember lists the current level of training completed and should be used by the evaluator to verify the attained level in awarding credit.

DANTES - The Defense Activity for Non-Traditional Education Support maintains the educational records of the servicemembers who have completed DANTES subject Standardized Tests (DSSTs), CLEP examinations, and GED tests. For examinations administered at military installations, results of these tests may appear on JST transcripts for consideration in the award of the recommended credit. However, individual colleges and universities may reserve the right to request official scores directly from ETS or DANTES, to confirm completion of these exams and the credits recommended.

COLLEGE LEVEL EXAMINATION PROGRAM (CLEP) - The College-Level Examination Program or CLEP provides students of any age with the opportunity to demonstrate college-level achievement through a program of exams in undergraduate college courses. There are 2,900 colleges that grant credit and/or advanced standing for CLEP exams.

Other Learning Experiences & Non-Credit Courses: See Other Learning Experiences section of transcript for detailed information.

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## SUMMARY

Name: ARMY, I AM		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
AR-2201-0399	750-BT	Basic Combat Training	07-MAY-1987			
		First Aid		1	L	Health/Fit/Wellness
		Marksmanship		1	L	CJ207A
		Outdoor Skills Practicum		1	L	Physical Education
AR-1406-0011	500-75D10	Personnel Records Specialist	26-JUN-1987			
		Clerical Bookkeeping		3	L	AC401A
		Office Procedures		2	L	OF011A
		Typing		2	L	OF010A
AR-2201-0253	605-19-PLDC	Primary Leadership Development	19-APR-1990			
		Military Science		2	L	Military Science
AR-1403-0014	500-75D30	Personnel Service Center Basic Noncommissioned Officer (NCO)	11-DEC-1992			
		Filing And Records Control		1	L	
AR-1406-0149	500-75D30	Office Administration	11-DEC-1992	3	L	OF002A
		Personnel Records Specialist Basic Noncommissioned Officer (NCO)				
AR-1404-0035	600-ANCO Ph 1	Human Resource Management	28-FEB-2001	3	U	MG201A/MG201B
		Advanced Noncommissioned Officer (NCO) Common Core				
MOS-75D-004	75D10	Fundamentals Of Communication	01-MAR-1996	1	L	
		Introduction To Personnel Management		1	L	MG102A/MG102B
		Military Science		2	L	Military Science
		Credit may be granted on the basis of an individualized assessment of the student		0	L	

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate  
 This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the SMART transcript.

\*\* PRIVACY ACT INFORMATION \*\*

02/15/2013

Name: ARMY, I AM		SSN: XXX-XX-XXXX				
ACE Exhibit Number	Military Course Number	Title / Subject	Date	Credit	Level	SOC Category Code
MOS-75Z-004	75Z40	Personnel Sergeant  Computer Applications  Field Experience In Management Human Relations Office Management Records Management Human Resources Management Management Problem Solving	01-MAR-1996			
				3	L	CS101A/CS101B, CS102A
				3	L	MG124A/MG124B
				3	L	BU102A/BU102B
				3	L	OF002A
				3	L	OF012A
				3	U	MG201A/MG201B
				3	U	Management
MOS-75H-001	75H30	Personnel Services Specialist  Business Communications Clerical Procedure Office Administration Personnel Supervision Record Keeping Word Processing/Computer Applications  Human Resources Management Management Problems	01-APR-2001			
				3	L	CM007A/CM007B
				2	L	Office Admin & Tech
				2	L	OF002A
				3	L	MG102A/MG102B
				3	L	OF012A
				3	L	OF006A, OF033A/OF033B
				3	U	MG201A/MG201B
				3	U	MG121A, MG122B
MOS-75H-001	75H40	Personnel Services Specialist  Business Communications Clerical Procedure Office Administration Personnel Management  Personnel Supervision Record Keeping Word Processing/Computer Applications  Field Experience in Management Human Resources Management Management Problems	01-SEP-2003			
				3	L	CM007A/CM007B
				3	L	Office Admin & Tech
				3	L	OF002A
				3	L	MG102A/MG102B, MG201A/MG201B
				3	L	MG102A/MG102B
				3	L	OF012A
				3	L	OF006A, OF033A/OF033B
				3	U	MG201A/MG201B
				3	U	MG121A, MG122B
MOS-42A-001	42A40	Human Resources Specialist  Business Communications Office Administration Word Processing or Computer Applications Field Experience In Management Human Resources Management Management	02-OCT-2003			
				3	L	CM007A/CM007B
				7	L	OF002A
				3	L	
				3	U	MG124A/MG124B
				3	U	MG201A/MG201B
				3	U	MG101A/MG101B
<b>College Level Examination Program (CLEP) &amp; DANTES Subject Standardized Tests (DSST)</b>						
<b>Student's Score</b>	<b>Required by ACE</b>	<b>Title</b>	<b>Date Taken</b>	<b>Recmd Hrs</b>	<b>Sub Score1</b>	<b>Sub Score2 Verbal Score</b>
46	46	Introduction to Business	21-AUG-2006	3		

Level: V=Vocational Certificate L=Lower Division Baccalaureate/Associate Degree U=Upper Division Baccalaureate G=Graduate  
This transcript represents credits RECOMMENDED by the American Council On Education (ACE) and is provided for your information and academic advisement, but is not an official component of the SMART transcript.

\*\* PRIVACY ACT INFORMATION \*\*

02/15/2013

## **Appendix D**

### **Sample Webpage Design Ivy Tech Community College, Indiana**

The screenshot shows the Ivy Tech Community College website at the URL <http://www.ivytech.edu/pla/>. The page features a dark navigation bar with the college logo and various utility links like 'Apply Now', 'Request Info', and 'Campus Contact'. A sidebar on the left lists navigation options such as 'Academic Calendar', 'Apprenticeships', and 'Course Catalog'. The main content area is titled 'Credit for Prior Learning' and includes a 'HOME' link and a section 'Get credit for what you already know.' This section explains that Ivy Tech offers Prior Learning Assessment (PLA) for students with relevant work or military experience. It details three methods: Certification Crosswalk (providing a 'certification crosswalk'), Credit by Examination (using programs like CLEP and DANTES), and PLA Portfolio (submitting documentation of work or learning). A 'Frequently Asked Questions' section at the bottom addresses eligibility, stating that PLA credit is available to students of all ages who are degree-seeking at Ivy Tech.

<http://www.ivytech.edu/pla/>

## **Appendix E**

### **Sample Crosswalks**

**Ivy Tech Community College, Indiana**



www.ivytech.edu/pla/Certcrosswalk\_February2015.pdf

Automatic Zoom

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TRAINING AND CERTIFICATION CROSSWALK - FEBRUARY 2015  
<http://www.ivytech.edu/prior-learning>

**\*\*All certifications or licenses must be current and valid. Training must be documented with ACE transcript**

Students with certifications in the following areas	Will receive credit for the following courses
<b>ACCOUNTING</b>	
American Institute of Banking (AIB) Course 1000 Accounting 1 AND AIB Course 1010 Accounting II	ACCT 101 Financial Accounting
American Institute of Professional Bookkeeping (AIPB) - Certified Bookkeeper	ACCT 101 Financial Accounting ACCT 106 Payroll Accounting
American Payroll Association (APA) - Fundamental Payroll Certification	ACCT 106 Payroll Accounting
International Association of Administrative Professionals (IAAP) - Certified Administrative Professional	ACCT 101 Financial Accounting
H & R Block or Jackson-Hewitt Tax Preparation Certificate	ACCT 105 Income Tax
American Bankers Association: Financial Accounting (ABAN-0166) AND General Accounting (ABAN-0167)	ACCT 101 Financial Accounting
Internal Revenue Service (IRS) Enrolled Agent Certificate	ACCT 105 Income Tax ACCT 208 Advanced Income Tax
Liberty Tax Certification 1 & 2	ACCT 105 Income Tax
<b>ADVANCED MANUFACTURING</b>	
Society of Manufacturing Engineers - Certified Manufacturing Technologist	ADMF 115 Materials and Processes for Manufacturing
MSSC (Manufacturing Skills Standards Council) Production Technician Certification	DNDT 106 Workplace Safety AND ADMF 102 Technology in Advanced Manufacturing or ADMF 101 Key Principles of Advanced Manufacturing AND ADMF 102 Technology in Advanced Manufacturing

<http://www.ivytech.edu/pla/>

## **Appendix F**

### **Student Fees and Charges Youngstown State University**

### General Fee

- Program Fee: \$30 per credit hour

### Special Purpose Fees

- College Level Examination Program Test Fee (CLEP): \$25
- Credit by Examination: \$20 per credit
- Level 12 Fee: \$300 per course (portfolio)
- Transfer Matriculation Fee: \$35