



CREDIT FOR PRIOR LEARNING PROCEDURE

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Kaskaskia College recognizes students may have achieved specific skills and knowledge through learning experiences comparable to those being achieved through formal instruction. In recognition of this, students enrolled in a degree or certificate program at Kaskaskia College may be eligible for academic credit for their prior learning experiences, testing and examinations, and/or other educational experiences as determined by an evaluative process.

The following outlines eligible credit for prior learning experiences and methods for requesting credit.

Prior Learning Experiences

Certifications and Licensure

A student that has obtained a professional/industry recognized credential, license, certification, etc. may be granted academic credit. Credit awarded will be based on the approved course equivalencies list and/or faculty approval. If credit for Prior Learning Experience (PLE) is granted, it will be reflected on the student's transcript using the designation "PLE". For each hour of credit awarded for Prior Learning Experience, an equal number of hours must be earned in residence at the College before the PLE credit is posted on the transcript.

The procedures for seeking credit for certifications and licensure are as follows:

1. A student requesting credit for certifications or licensure should review the approved course equivalencies list to determine if it is listed. If it is not listed, the student should discuss with the faculty member in that program to determine if the certification or licensure might equate to an active college course. (The class should then be added to the list).
2. If the certification or licensure is on the list, or if the student and faculty member agree it might equate to an active college course, the student should initiate the Prior Learning Experience (PLE) Request Form process by completing Part I of the Form.
3. The student must submit the form for signatures to the faculty member and instructional dean for approval to pursue the process.
4. Upon approval, the student will take the PLE Request Form to the Cashier's Office and pay a non-refundable PLE Fee payment of \$275 to initiate the process.
5. Upon receipt of proof of payment, the student has 30 days from the date of payment to submit the Form and include the valid certificate or license (front and back) that shows the certification and the expiration date with the form to the faculty member.
6. The faculty member will verify the validity of the certificate or license and confirm course equivalency.
7. The instructional dean and Vice President of Instructional Services will verify the results on the PLE Request Form, and the instructional dean will notify the student of the results.
8. The instructional dean will forward the PLE Request Form to the Registrar for documentation of the results to keep on file.
9. If CPL is granted, the Registrar will notify the student when the prior learning experience credit has been posted on the transcript.

Portfolio Review for Prior Learning

A student that has life experience and/or work skills that do not fit seamlessly into the other CPL categories, may be eligible to create a portfolio for evaluation of academic credit. This is an individualized process that acknowledges learned experiences which occur outside the classroom and provides a structure to which faculty can evaluate a portfolio to determine learning outcomes and competencies are documented. Credit is awarded for learning that occurred through the experience and/or work skills, not for the experience itself. Courses eligible for portfolio review are limited, requiring a case-by-case basis.

Documentation or evidence of learning experiences or competency can take several forms, including but not limited to:

- Resume
- Performance evaluations
- Job descriptions
- Certifications of completion for trainings, workshops, seminars
- Technical or professional writing
- Demonstration of tasks
- Sample work projects
- Testimony regarding confidence
- Licenses

The procedures for seeking credit for portfolio review is as follows:

1. A student requesting credit through portfolio review shall discuss with the appropriate faculty member whether sufficient evidence exists of equivalent life and work experience that equates to an active college course, to warrant the pursuit of a portfolio review. A student can also request a copy of the syllabus/syllabi for each course under consideration.
2. If the student and faculty member agree the life and work experiences might equate to an active college course, the student should initiate the PLE Request Form process by completing Part I of the Form.
3. The student must submit the form for signatures to the faculty member and instructional dean for approval to pursue the process.
4. Upon approval, the student will take the PLE Request Form to the Cashier's Office and pay a non-refundable PLE Fee payment of \$275 to initiate the process.
5. Upon receipt of proof of payment, the student has 30 days from the date of payment to coordinate and submit the portfolio materials for review by the approving faculty member.
6. The faculty member will review the Portfolio and if needed, request additional documentation or a meeting with the student to discuss the Portfolio.
7. If it is determined that the documentation in the Portfolio is not sufficient to recommend the award of credit, the student may choose to seek additional documentation and resubmit the revised Portfolio for reconsideration by the faculty member within 30 days.
8. The faculty member will complete the Form with a recommendation on whether or not to grant credit and reason for that determination.
9. The instructional dean and Vice President of Instructional Services will verify the results on the PLE Request Form, and the instructional dean will notify the student of the results.
10. The instructional dean will forward the PLE Request Form to the Registrar for documentation of approval or denial of credit to keep on file.
11. If approved, the Registrar will notify the student when the credit has been posted on the transcript.

Proficiency Examinations

Proficiency examinations are comprehensive, course-specific tests, available in selected disciplines or programs of study, used to determine whether a student can demonstrate mastery of course learning outcomes and thus receive credit for a class. If the student successfully completes the appropriate examination(s), credit for the specific course in question will be entered on the student's permanent record as "Prof". For each proficiency hour of credit awarded, an equal number of hours must be earned in residence at the College before the proficiency credit is posted on the transcript.

The student may apply only once for a proficiency examination in a given course. A student is not eligible for credit by proficiency examination in a given course in the following situations:

- The course is a physical education activity course
- There is an entry on the student's permanent record for that course
- The student is currently enrolled in the course

The procedures for seeking credit for proficiency examinations is as follows:

1. A student requesting credit through proficiency examination shall discuss with the appropriate faculty member whether sufficient evidence exists of equivalent life and work experience that equates to an active college course, to warrant the pursuit of a proficiency examination. A student can also request a copy of the syllabus/syllabi for each course under consideration.
2. If the student and faculty member agree the life and work experiences might equate to an active college course, the student should initiate the PLE Request Form process by completing Part I of the Form.
3. The student must submit the form for signatures to the faculty member and instructional dean for approval to pursue the process.
4. Upon approval, the student will take the PLE Request Form to the Cashier's Office and pay a non-refundable PLE Fee payment \$275 to initiate the process.
5. Upon receipt of proof of payment, the student has 30 days from the date of payment to coordinate and schedule the proficiency examination with the approving faculty member.
6. The faculty member will administer the exam, record the results as PASS or FAIL on the PLE Request Form, and attach the graded exam/documentation. PASS is defined as a grade of "C" or better.
7. The instructional dean and Vice President of Instructional Services will verify the results on the PLE Request Form, and the instructional dean will notify the student of the results.
8. The instructional dean will forward the PLE Request Form to the Registrar for documentation of the results to keep on file.
9. If a PASS is received, the Registrar will notify the student when the proficiency examination credit has been posted on the transcript.
10. A copy of the Form and proficiency exam will be forwarded by the instructional dean to the appropriate administrative assistant.

Tests/Examinations

A student who has completed any of the testing methods identified below may be awarded academic credit in accordance with this procedure.

College Level Examination Program (CLEP) Examinations

1. College credit is awarded for satisfactory scores on examinations taken through the College Level Examination Program (CLEP) of the College Entrance Examination Board.
1. CLEP examinations are aligned with the content of college level courses in a variety of disciplines, approved in consultation with college faculty teaching within that discipline.
2. Students seeking credit for CLEP test scores must request that the official examination results be forwarded to the College Registrar. Individuals desiring to take these tests may obtain information from the College Board website, <http://clep.collegeboard.org>.
3. Students planning to transfer credits awarded for CLEP scores to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another.
4. Satisfactory CLEP scores that will be considered for credit, and the courses to which they apply, are available in the Registrar's Office.

Advanced Placement (AP)

1. College may grant credit for courses taken by high school students who participate in the Advanced Placement (AP) Program and achieve the minimum score required. Credit is based on course completion and examinations administered by the College Entrance Examination Board.
2. Students seeking credit for AP must request that the official examination results be forwarded to the College Registrar.
3. A student must receive an AP score of 3 or higher as recommended by the American Council on Education. College courses for which credit may be awarded are listed on the equivalency tables available in the Registrar's Office and approved in consultation with college faculty teaching within that discipline.
4. Students planning to transfer credits awarded for AP to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another.

International Baccalaureate Diploma Programme (IBDP)

1. The College may grant credit for courses taken by high school students who participate in the International Baccalaureate Diploma Programme (IBDP) and achieve the minimum score required. Credit is based on course completion and examinations administered by the IBDP.
2. Students seeking credit for IBDP scores must request that the official examination results be forwarded to the College Registrar.
3. A student must receive an IBDP score of 4 or higher, as required by state statute. College courses for which credit may be awarded are listed on the equivalency tables available in the Registrar's Office.
4. Students planning to transfer credits awarded for IBDP scores to a four-year college or university should check with the transfer institution, as policies regarding the acceptance of these tests may vary from one institution to another.

Military Training/Experience

A student who has completed a military training course or program as part of his/her military service may be granted academic credit in accordance with this procedure.

1. Members and former members of the Armed Services, upon presenting separation papers (DD-214), may be granted credit based on an evaluation of military service pursuant to the American Council on Education (ACE) for military training and experience, Community College of the Air Force, Joint Service Transcript (Army, Coast Guard, Marine, and Navy), or Defense Activity for Non-traditional Education.
2. Students should contact the Registrar to have the credit posted. Proper identification and documentation of all training schools is required before an evaluation is completed. Military credits will be transcribed as transfer credit but must be documented on an official joint service transcript. Please contact your Veterans Affairs representative for information on obtaining military transcripts.

ACE Training

Credit earned for academic courses at non-college institutions (i.e., courses taken through business, industrial, labor organizations) may be accepted if it is recommended by the American Council on Education. For more information, refer to [American Council on Education \(ACE\) webpage](#).

1. Students seeking credit for ACE recommended courses must request that their official documentation be forwarded to the College Registrar to be reviewed. ACE credit is awarded based on the content of college level courses in a variety of disciplines. ACE credit is approved in consultation with college faculty teaching within that discipline.

Illinois State Seal of Biliteracy

The College will accept the State Seal of Biliteracy as equivalent to two years of foreign language coursework taken during high school if a student's high school transcript indicates that he or she has received the State Seal of Biliteracy. Students who have received the State Seal of Biliteracy must request course credit for their seal within three academic years after graduating from high school.

1. Students must submit a final high school transcript verifying receipt of the State Seal of Biliteracy
2. Students must request course credit for the Seal within three (3) academic years after graduating from high school and must be currently enrolled at the College or received prior college credit from KC.
3. Credit will be awarded for:
 - a. SPAN 101 – Spanish I (4 credit hours)
 - b. SPAN 102 – Spanish II (4 credit hours)
4. Credit will be granted without a grade and will not be used to calculate grade point average but may be used to fulfill graduation requirements.
5. Students should be aware that the credit might not be accepted by another college or university.