



## NON-TRADITIONAL CREDIT OPPORTUNITIES PROCEDURE

**Board Bylaw:**  
**Policy Number: 6.0800**  
**Subject Area: Instruction**  
**Adopted: 08/26/2013**  
**Revised: 08/26/2013**

### Prior Learning Experience

- A. One avenue for students seeking credit for life experiences (including military service) or formal education is through the assessment of Prior Learning Experience (PLE). Through this individualized process, Kaskaskia College faculty or instructional staff evaluate a Prior Learning Portfolio, a written record of appropriate documentation submitted by the student according to established College procedures for equivalency to courses taught at the institution.
- B. If credit for Prior Learning Experience 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.
- C. The procedures for seeking credit for prior learning experience are as follows:
  1. A student requesting Prior Learning Experience (PLE) credit shall informally discuss with the appropriate instructional dean whether sufficient evidence exists to warrant the pursuit of such credit. If it is determined that there is sufficient evidence to warrant consideration for PLE credit, the student will be provided with a copy of the Prior Learning Experience Request Form and information about other portfolio requirements, and will be referred to an appropriate instructor/program coordinator for consultation. The dean may recommend completion of a PLE Course to assist the student in writing his/her PLE Portfolio.
  2. At the first meeting with the instructor/program coordinator, the student will be given a syllabus for the course(s) for which PLE credit is being requested. A separate Prior Learning Experience Request Form should be completed for each course.
  3. A student who decides to pursue PLE credit will initiate the Prior Learning Experience Request Form, indicating in Part I the number and name of the course for which it is believed that his/her life learning experiences or formal education warrant the award of college credit. The student will take the PLE Form to the Cashier's Office and pay a non-refundable \$25 Administrative Processing Fee to initiate the process, and then return the form with the receipt of payment to the instructor/program coordinator.
  4. The student will submit a Prior Learning Portfolio, to include all required documentation, to the instructor/program coordinator for review.
  5. Upon review of the Prior Learning Portfolio, the instructor/program coordinator will conduct an interview with the student to discuss the Portfolio.
  6. 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 instructor/program coordinator. The Portfolio must be resubmitted within 30 days.
  7. The instructor/program coordinator will complete Part III of the Prior Learning Experience Request Form and submit to the appropriate instructional dean.
  8. The instructional dean and Vice President of Instructional Services will complete Part IV of the Prior Learning Experience Request Form, indicating whether PLE credit has been approved.
  9. The Vice President of Instructional Services Office will inform the student whether the request for PLE credit has been approved. If approved, the student will take the Prior Learning Experience Request Form to the Cashier's Office, and make a non-refundable PLE Fee payment equivalent to 50% of the current tuition rate per credit hour.
  10. Once the PLE Fee has been paid, the Vice President of Instructional Services Office will submit the Prior Learning Experience Request Form to the Registrar for documentation of credit on the student's transcript.
  11. The Registrar will notify the student when the prior learning experience credit has been posted.
  12. A copy of the Prior Learning Experience Request Form will be forwarded to the appropriate administrative assistant so that arrangements may be made to compensate the instructor/program coordinator for review of the Prior Learning Portfolio.
  13. Original copies of the Prior Learning Experience Request Form and the Prior Learning Portfolio will be stored in the Vice President of Instructional Services Office.
  14. If a student is denied credit and wishes to appeal the decision of the faculty member, he or she should contact the Vice President of Instructional Services within 30 days of the decision.

- D. Questions or requests for additional information about prior learning experience credit may be obtained by contacting the Dean of Career and Technical Education or the Dean of Arts and Sciences.

### **Proficiency Examination**

1. 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 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.
2. Credit obtained by proficiency examination will be listed on the student transcript 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.
3. The procedures for seeking credit through proficiency examination are as follows:
  - A student requesting credit through Proficiency Examination shall informally discuss with the appropriate instructional dean whether sufficient evidence exists to warrant the pursuit of a proficiency examination and if there is a proficiency examination available for the course(s) in question. If approval is granted to initiate the process, the student will be provided with a copy of the Proficiency Examination Request Form and given a copy of the syllabus for each course under consideration.
  - A student wishing to pursue this option will submit a Proficiency Examination Request Form for each exam, indicating in Part I the number and name of course for which credit by proficiency examination is being sought. Upon approval by the instructional dean to initiate the process, the student will take the Proficiency Examination Request Form to the Cashier's Office and pay a non-refundable \$25 Administrative Processing Fee.
  - Upon receipt of proof of payment, the dean will grant approval and will assign an instructor who will schedule and administer the exam.
  - The instructor will administer the exam, record the results as PASS or FAIL on Part V of the Proficiency Examination Request Form, and attach the graded exam. PASS is defined as a grade of "C" or better as established in the syllabus for the course for which the proficiency credit is being requested.
  - The instructional dean and Vice President of Instructional Services will complete Part VI of the Proficiency Examination Request Form.
  - 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 Vice President of Instructional Services Office will inform the student whether he or she is eligible for credit based on the examination results. If approved for credit, the student will take the Proficiency Examination Request Form to the Cashier's Office and make a non-refundable payment equivalent to 50% of the current tuition.
  - Once all fees have been paid, the Vice President of Instructional Services will submit the Proficiency Examination Request Form to the Registrar for documentation of credit on the student's transcript.
  - The Registrar will notify the student when the proficiency examination credit has been posted.
  - A copy of the Proficiency Examination Request Form will be forwarded to the appropriate administrative assistant, so that arrangements may be made to compensate the instructor for conducting and grading the exam.
  - Original copies of the Proficiency Examination Request Form and the proficiency examination will be stored in the Vice President of Instructional Services Office.
  - If a student is denied credit and wishes to appeal that decision, he or she should contact the Vice President of Instructional Services within 30 days of the decision.

Questions or requests for additional information about proficiency exam credits may be obtained by contacting the Dean of Career and Technical Education or the Dean of Arts and Sciences.

### **Credit for Military Service**

- 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 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.
- Students should contact the Registrar to have the credit posted. Proper identification and documentation of all training schools is required before an evaluation will be 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.

### **Other Standardized Testing**

## 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. CLEP examinations, developed in consultation with college faculty, are aligned with the content of college level courses in a variety of disciplines.
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) and International Baccalaureate Diploma Programme (IBDP)

1. The College may grant credit for courses taken by high school students who participate in the Advanced Placement (AP) Program or the International Baccalaureate Diploma Programme (IBDP) and achieve the minimum score required. Credit is based on course completion and examinations administered by the College Entrance Examination Board and IBDP.
2. Students seeking credit for AP and IBDP scores 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. For IBDP credit a score of 4 or higher, as required by state statute, must be presented to receive credit. 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 AP or 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.

## **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 have received prior credit from the KC or be currently enrolled at the College.
3. Credit will be awarded for:
  - SPAN 101 – Spanish I
  - SPAN 102 – Spanish II
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.

Replaces Non-Traditional Credit Opportunities Procedure 3.6P  
Approved August 26, 2013; August 3, 2017