Prior Learning Assessment
Campus Policy 575.2
Academic Affairs

I. Purpose and Scope

To recognize college-level learning students acquire outside of formal higher education, the University of Arkansas Community College at Batesville (UACCB) relies on the following policy and procedures to ensure practices consistent with academic integrity and responsive to nontraditional learners. Such learning may be derived from various life and work experiences, and the term "prior learning assessment" refers to all the processes the college uses to review and evaluate evidence of learning and to award academic credit as indicated by academic and administrative standards. Adherence to this policy is also intended to support transparent transfer of prior learning assessment credit among institutions of higher education.

II. Definitions

Prior Learning Assessment (PLA) is an academic process which allows students the opportunity to receive college credit for demonstrated college-equivalent learning obtained from experiences outside of the traditional classroom setting.

Accelerated Learning is any organized method of learning that enables a student to meet individual academic goals and graduation requirements while pursuing higher level skills development. Other state-endorsed forms of Accelerated Learning may be considered for PLA. UACCB will review any additional accelerated learning opportunities endorsed by the Arkansas Division of Elementary and Secondary Education (DESE) or the Arkansas Division of Higher Education (ADHE).

Professional Portfolio is a compilation of documented, professional work experience collected by the student and assessed by the appropriate faculty member for the validation of credits to be awarded for prior learning.

III. Procedure

College credit could be awarded for prior learning using the policy and procedures identified herein.

IV. Eligibility

Students enrolled, credential/degree-seeking, and in academic good standing at UACCB can apply for prior learning credit. Students must complete the Petition for Prior Learning Assessment to be considered for prior learning credit. PLA credit awarded by standardized exam must have test scores no more than three (3) years old. Students apply for and are awarded PLA credit after high school graduation when admitted and enrolled as a credential/degree seeking student at UACCB.

V. Related Information

No credit for prior learning will be awarded for previously completed college-level coursework. PLA credit will only be awarded for courses contained in the student's declared certificate or degree plan.

All accepted credits for prior learning will be documented on the student's transcript; however, no grades, scores, or point values will be given for credits earned through PLA and will not be calculated in the student's grade point average (GPA). Credits awarded through PLA will not count toward UACCB's residency requirements (25% of any degree or certificate program) and will not be eligible for financial aid.

Credits awarded through PLA are applicable only to UACCB's curricular requirements. Credits may not be accepted as transfer credit by other post-secondary institutions. The student is responsible for discussing PLA credit with any transfer institution.

This policy was developed to align with the Higher Learning Commission Policy CRRT.C.10.010 (sections B.1.b addressing residency recommendations and B.1.g addressing prior learning credit)

I.   Methods of Evaluation

Professional Portfolio

       1. Meet with your navigator/advisor

       This initial step will include a brief interview to gauge your eligibility to pursue credit by portfolio. You will also fill out a brief self-evaluation to give you a better idea of what kind of narrative content and evidence you will need to supply to successfully earn credit.

       2. Initial Review by Dean

       The appropriate dean over the program will review the portfolio with the student in order to verify all components are included and that the contents demonstrate prescribed methodology and college-level writing. This review is not an assessment of learning for credit. It will simply ensure the portfolio is ready to be assessed by a faculty expert.

       3. Assessment by Faculty Expert

       A faculty content expert will receive the portfolio and assess the narrative content and evidence for college-level learning. It is the job of the assessor to ensure that every course objective has been met with sufficient mastery through prior learning experiences.

       4. Pay the PLA Portfolio Review Fee

       Before your portfolio can be reviewed, you must pay the non-refundable PLA Portfolio Review Fee to the business office. This fee covers the administrative and faculty time required for evaluation and is required regardless of whether credit is ultimately awarded.

       5. Awarding of Credit

Once the PLA Portfolio fee has been paid to the business office, the credit will be posted to your official transcript.

Students who are denied credit may choose to appeal the decision by following the PLA appeal procedure. There are several deadlines to file an appeal that students must meet or the appeal will be denied. No new narratives or evidence will be accepted in the appeal process.

PLA Appeal Procedure

Students denied PLA credit can appeal to the Vice Chancellor of Academics. The Vice Chancellor of Academics will review all relevant documentation within 5 business days and provide a determination. The Vice Chancellor of Academics may utilize additional or external faculty experts in consultation for this review.

Nationally Recognized Exams

Credit demonstrated by successfully passing national for-credit examination programs, such as Advanced Placement (AP), College Board College Level Examination Program (CLEP), DANTES Standardized Subject Test (DSST), and International Baccalaureate (IB).

- **CLEP-**Credits may be awarded through the successful completion of CLEP on two (2) General examinations and several Subject exams, provided no previous academic credits have been awarded in these areas. Upon successful completion, the credit(s) will be recorded on the student's permanent record with no grades, scores, or point values. To register for a CLEP exam, visit www.CLEP.Collegeboard.org

- **DANTES Subject Standardized Test (DSST)-**DSST exams are available to individuals seeking college credit outside of the traditional classroom. Credit may be awarded in subject areas such as social sciences, math, applied technology, business, physical sciences, and humanities. To register for a DSST exam, visit www.getcollegecredit.com/

- **Advanced Placement-**Advanced Placement is a program of the College Entrance Examination Board through which secondary student's complete college-level courses in high schools that are designated as AP and earn college credits by displaying a specific level of accomplishment on AP examinations. AP credit granted from prior institutions of higher learning will not automatically transfer to UACCB. Official documentation of test scores must be submitted by students seeking credit.

GED College Ready + Credit

In 2019, UACCB adopted the GED College Ready and College Ready + Credit programs.

Through the GED College Ready program, those who have taken General Education Development, have scored a minimum of 165 and have demonstrated skills that are consistent with those required to be college and career readiness standards may earn a high school equivalency credential and be eligible to enroll directly in credit-bearing courses at UACCB.

Through the GED College Ready + Credit program, those who have taken GED and have scored a minimum of 175 and demonstrate some of the skills that are taught in college-level courses may be eligible for up to three credits in Math, three credits in science, three credits in social studies, and one credit in English.

Credit is awarded as follows:

Title	College Ready Score	Plus Credit Score	Number of Credits	Course
The 2014 GED® Test: Reasoning Through Language Arts College Ready + Credit	165 and above	175 and above	1 semester credit hours	UNIV 10071 - Foundations of Personal Finance
The 2014 GED® Test: Mathematical Reasoning College Ready + Credit	165 and above	175 and above	3 semester credit hours	MATH-11003 - College Algebra
The 2014 GED® Test: Science College Ready + Credit	165 and above	175 and above	3 semester credit hours	PHSC 10043 - Physical Science (Lecture Only)
The 2014 GED® Test: Social Studies College Ready + Credit	165 and above	175 and above	3 semester credit hours	SOCI 10103 - Principles of Sociology

WorkKeys

The WorkKeys assessment measures the essential work skills needed for success in jobs across industries and occupations and represents work readiness through the National Career Readiness Certificate (NCRC®). The primary purpose of the NCRC is to provide students with a workplace certification that represents their knowledge and skills in Applied Math, Graphic Literacy, and Workplace Documents.

- 3 semester hours in Technical Mathematics to students who earn any level National Career Readiness Certificate (NCRC) and score at Level 5 or above on Applied Math and Graphic Literacy
- 3 semester hours in Technical Writing for the Workplace to students who earn any level National Career Readiness Certificate (NCRC) and score at Level 5 or above on Workplace Documents.

Only students enrolled in certificate or degree programs with Technical Mathematics and/or Technical Writing course requirements should apply for this prior learning assessment (PLA) credit. Technical courses or PLA credit may not transfer to other institutions.

Other

- **LPN to RN Students-**The Arkansas Nursing Education Progression Model allows progressing LPN students to receive at least six credit hours in nursing. LPN progressing students will be awarded Nursing Theory I and Nursing Practicum I following completion of the program. A Petition for Prior Learning Assessment should be submitted to the Dean for Career and Workforce for approval and should include copies of certificates, transcripts, or other appropriate documentation.

- **EMT to Paramedic Students-**Any student entering the Emergency Medical Technology, Paramedic program who did not complete the Emergency Medical Technology, Basic, at UACCB but it is a licensed Emergency Medical Technician or Advanced Emergency Medical Technician through the Arkansas Department of Health will be awarded seven (7) credit hours for EMT 1107 Basic Emergency Medical Technical. A Petition for Prior Learning Assessment should be submitted to the Dean for Career and Workforce Education for approval and should include copies of certificates, transcripts, or other appropriate documentation.

II.   **Assessment**
The College's Registrar will be responsible for tracking the number of students who earn credits through PLA and the resulting credits awarded in each category. A master list of PLA awardees, number of participates in the PLA process, retention, and degree completion as they progress through the programs, and-if possible-job placement will be made available to the College on an annual basis.

III.   **Review of Policy**
UACCB reviews and updates its college policies annually to reflect student concerns, federal and state compliance changes and ensure the policy is still relevant. As such, the PLA policy will be reviewed each year and updated to reflect the current climate of the institution.

IV.   **Fees**
Fees are assessed based on the University of Arkansas approved annual fees which can viewed in the UACCB Course Catalog available at www.uaccb.edu.

VIII.   **Related Policies**
UACCB Policy 500.1 Admission Policy and Requirements; UACCB Policy 525.0: Placement Policy, UACCB Policy 570.0: General Requirements for Graduation

VII.   **Revision History**
Effective Date: August 28, 2024
Revision Date: April 30, 2025

Petition for Prior Learning
Credit (One Course Per Page)

Name: _____ ID#:

Address: _____ City, State, Zip:

E-mail Address: _____

Anticipated Graduation Date: _____

Course Name & Number: _____

Required Items for Petition:

- ☐ Course description from UACCB Catalog
- ☐ Course syllabus with course competencies
- ☐ A formal letter detailing how course competencies have been met
- ☐ Evidence to support petition (check all which are attached to the Petition):
  - ○ Letter(s) from instructor(s)
  - ○ Performance evaluation
  - ○ Transcripts from technical school, Armed Forces, or other entity
  - ○ On the job training certifications
  - ○ Professional development documentation
  - ○ Other: _____

Student Signature: _____   Date:

Office Use Only:

Date Received: _____   Approved/Not Approved: _____

_____   _____
Registrar's Signature   Date

Petitioner Notified (Date):_____