P.L.A.: 101

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Agenda

- Survey Results Opening Activity
- P.L.A. (Prior Learning Assessment)
  - Internal Exams
  - External Exams
  - Portfolio
  - Articulation
- Group Activity
- Wrap-Up
Survey Response: Question 1

Are you familiar with Prior Learning Assessment * (PLA) at CCBC?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>64</td>
</tr>
<tr>
<td>No</td>
<td>107</td>
</tr>
<tr>
<td>Unsure</td>
<td>32</td>
</tr>
</tbody>
</table>
Are you, or someone in your department using PLA? You may select multiple answers.

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>I am</td>
<td>20</td>
</tr>
<tr>
<td>Someone in my department is</td>
<td>36</td>
</tr>
<tr>
<td>No</td>
<td>38</td>
</tr>
<tr>
<td>Unsure</td>
<td>118</td>
</tr>
</tbody>
</table>
Response Question 2 Continued...

• If so, what is your department?

  ▶ Engineering
  ▶ CSIT
  ▶ Geospatial Applications
  ▶ Wellness Department
  ▶ Aviation
  ▶ Mathematics
  ▶ English
  ▶ Criminal Justice
  ▶ Theatre
  ▶ Communication
  ▶ HVAC

  ▶ Teacher Education
  ▶ ADiM
  ▶ Nursing (LPN's to ASN and Paramedics to ASN.)
  ▶ Physical Science
  ▶ Business/Financial Studies Department
  ▶ Behavioral Sciences
  ▶ DCOM (Networking)
  ▶ Automotive
Survey Response: Question 3

- If you know of any PLA that your department uses, please select it. You may select multiple answers.

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Military Credits</td>
<td>17</td>
</tr>
<tr>
<td>Credit by formal external exam such as CLEP, DSST, IB, AP</td>
<td>37</td>
</tr>
<tr>
<td>Credit by Portfolio</td>
<td>23</td>
</tr>
<tr>
<td>Credit by CCBC Departmental Exam</td>
<td>29</td>
</tr>
<tr>
<td>Articulated Credits</td>
<td>20</td>
</tr>
</tbody>
</table>
Survey Response: Question 4

Do you feel that PLA is a valuable tool for recruitment, retention, and completion?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>143</td>
</tr>
<tr>
<td>No</td>
<td>2</td>
</tr>
<tr>
<td>Unsure</td>
<td>58</td>
</tr>
</tbody>
</table>
Survey Response: Question 5

Would PLA work as a potential tool that would benefit your department?

If not, why?

<table>
<thead>
<tr>
<th>Response</th>
<th>Count</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>101</td>
</tr>
<tr>
<td>No</td>
<td>21</td>
</tr>
<tr>
<td>Unsure</td>
<td>81</td>
</tr>
</tbody>
</table>
Thank you for completing this survey.

If you would like to be contacted for more information about PLA, are interested in PLA Workshops and professional development opportunities, or would like to provide additional feedback, please provide your name and contact information prior to leaving this session.
60% of adults have either partial or no postsecondary education

57% of adults 25-44 want postsecondary ed who don’t have it

54% of adults 25-44 without a degree feel postsecondary ed costs too much

PLA: Prior Learning Assessment

Save time and money

If you have learning and skill development from work and life, but still need your college degree, take a quick survey to identify your subject matter expertise.

Earn credit for what you already know

Prior Learning Assessment (PLA) provides college students with the potential to earn credit for college level learning acquired outside a traditional academic environment.
PLA Options for Adult Students

Which option will help your student save time and money towards their degree?

- Military Credit
- Articulated Industry, Licensure, Apprenticeship
- Formal Exam
- Departmental Exam
- Portfolio Credit

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Exams that test knowledge of content taught in postsecondary courses demonstrate college-level learning by taking examinations.

Most Common Exams Taken and Accepted by 4-year schools:

- **College Level Examination Program (CLEP)**
  
  [http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Prior-Learning-Assessment/CLEP-Examination.aspx](http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Prior-Learning-Assessment/CLEP-Examination.aspx)

  or

- **DSST** [http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Prior-Learning-Assessment/DSST-Examination.aspx](http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Prior-Learning-Assessment/DSST-Examination.aspx)
Other types of Formal Exams:

- Advanced Placement (AP) or International Baccalaureate (IB) - Students would have taken these in High School. They are not offered at CCBC in the test centers, but are accepted for credit.

- Excelsior College Examinations/Uexcel

  - Usually there is a price to take the formal exams and a nominal CCBC testing fee to administer them, but the DANTES program reimburses for DSST and CLEP for most military-connected students. These students are still liable for the CCBC testing fee.

  - Coming soon, CCBC is investigating becoming a fully funded Military Testing Center, therefore Active Duty, their Spouses and some other DOD employees would not have to pay up front costs to take CLEP, DSST, or UEXCEL exams. This would also waive the CCBC proctor fee.
Departmental Exams – Credit by Examination

► CCBC Departmental Examinations are the equivalent to passing a cumulative, end-of-the-term examination or a series of comparable exams. Examinations vary depending on the type of course challenged.

► Passing them can earn you college credit at CCBC. Students must demonstrate at least 70% of the knowledge of the course objectives to pass (C or better).

► The current fee for CCBC Departmental Exams is 50% per credit of the in-county tuition.

http://www.ccbcmd.edu/~/media/CCBC/Programs%20and%20Courses/Common%20Course%20Outlines/Medical%20Lab%20Technology/MLTC231.ashx?la=en
Any Department is able to create an exam that allows students to receive credits for a course, so long as it follows CAEL guidelines:

- The exam must cover all of the objectives in the Common Course Outline
- Students must receive a 70% to be awarded credit
- It must be approved by the Department Chair, and posted to the CCBC Departmental Exam Site.

http://www.cbc.md/~/media/CCBC/Programs%20and%20Courses/Common%20Course%20Outlines/Medical%20Lab%20Technology/MLTC231.ashx?la=en
The Process

- Student meets with faculty expert to determine if they are eligible to take the exam (criteria to be established by department)
- Student completes the paperwork and submits it to the Registrar for credit by examination
- They pay half of in-county tuition
- Student takes exam (Testing Center, laboratory, classroom)
- It is evaluated by the faculty expert, and they pass if they receive a 70% or greater
- The faculty submit the paperwork to the registrar’s office, and the credit is awarded in 2-7 weeks
  - Faculty makes a note of the credit by exam in Spacement and completes credit form and submits to the Registrar
## Credit by Departmental Examination

### Request for Approval

**Step 1: Applicant Information**

- Name: [Blank]
- Student ID: [Blank]
- Address: [Blank]
- City: [Blank]  State: [Blank]  Zip: [Blank]

**Request to Evaluate**

- Course Discipline (ENGR) and Number (101)
- Course Title

**Present this form to the Dean or Dean's Designee for approval and signature:**

[Dean's or Dean's Designee Signature]

**Step 2: Pre-Evaluation Meeting**

This form is for Dean’s signature and design an instructor for pre-evaluation meeting. After the instructor and student meet, the instructor completes this section to confirm the pre-evaluation session.

<table>
<thead>
<tr>
<th>Course Discipline and Number</th>
<th>Course Title</th>
<th>Credits</th>
</tr>
</thead>
<tbody>
<tr>
<td>[Blank]</td>
<td>[Blank]</td>
<td>[Blank]</td>
</tr>
</tbody>
</table>

**Instructor’s signature:**

[Instructor’s Signature]

**Step 3: Payment**

The student presents this form and pay the nonrefundable fee (1/2 of the current in-county tuition rate per credit) in the Student’s Office.

[Payment Information]

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### CCBC Sharepoint

- Office of the President
- Forms
- Dashboard
- Policies and Procedures
- Divisions

### Purchasing Forms

- Out Of Cycle Salary Distribution Request Form
- Substitute Special Pay Form
- Federal W4 Form
- State W-2 Form
- Purchasing Information (Online)

### Registrar's Office

- Request to Repeat a Course
- Placement Course Exempt
- Registration Form
- Drop/Add Form
- Grade Change
- Approval for Credit by Exam/Portfolio
- Application for Independent Study
- Application for Co-op/Internship
- Change of Student Information

### Student Development

- Student Employee Request Form

### College Life

- Student Organization Recognition Form
- Student Finance Board Signature Form
- Student Finance Board Summary Form
Spacement Notes:

- A program available in Banner where student course information can be viewed and updated
  - Advising visits/ plans suggestions
  - Completed courses at CCBC and other institutions
  - Any courses that have been completed via a PLA route
- Entries can be done by faculty and advising staff
CCBC Policy on PLA

Students must earn at least 25% of the credits required for a program of study directly through CCBC coursework.

They may earn up to 75% of the credits required for a program of study through Prior Learning Assessment (PLA).

PLA credit will be posted to current CCBC student transcripts—students that have completed coursework at CCBC and/or are currently registered for CCBC classes.*

Individual exceptions can be considered by emailing transfereval@ccbcmd.edu. This requirement does not apply to Credit by AP, IB, and the Articulated Construction Apprenticeship programs.
Prior Learning & Assessment Options

Use the chart to cross reference potential PLA options for students.

Prospective Students

1. Apply to CCBC and declare a program of study.
   http://www.ccbcmd.edu/Get-Started/Applying-to-CCBC.aspx

Current CCBC Students

2. Send all transcripts to CCBC from other higher education institutions. It may take 3-4 weeks from receipt in the Registrar’s Office for transcripts to be evaluated.

   CCBC Registrar’s Office, 7201 Rossville Blvd., Baltimore, MD 21237

3. A Degree Works (DW) audit will help students know which courses are needed for graduation: http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/DegreeWorks/DegreeWorks-FAQ.aspx. Be sure to set the accurate catalog year that the student began at CCBC. For assistance with the DW audit, please see an Academic Advisor or email degreeworks@ccbcmd.edu. PLA options at: http://www.ccbcmd.edu/Resources-for-Students/Academic-Advisement/Prior-Learning-Assessment.aspx.

4. If PLA is College Level Examination Program (CLEP) or DANTES Subject Standardized Tests (DSST), student must indicate CCBC as the receiving institution on their actual exam. Scores will be reviewed, verified, and posted to student transcripts. It may take 3-4 weeks from the receipt of score reports for credit to be posted to the student’s record. When transcription is completed, students will be notified via their CCBC student email account. The following website will lead to FAQs and testing registration information: http://www.ccbcmd.edu/Resources-for-Students/Testing-Centers/Schedule-an-Appointment.aspx

4. If PLA is Advanced Placement (AP), Armed Forces-Military or (CCBC approved) ACE or NCCRS or International Baccalaureate (IB): students must send official score report and/or transcription of credits to CCBC Registrar’s Office. Scores may be from the ACE Credit Online Transcript System, the organization that sponsored the course or learning if NCCRS, or their official military transcript. Send to: Registrar’s Office, 7201 Rossville Blvd., Baltimore, MD 21237. Scores will be reviewed, verified, and posted to student transcripts. It may take 3-4 weeks from the receipt of score reports for credit to be posted to the student’s record. When transcription is completed, students will be notified via their CCBC student email account.

4. If PLA is for Departmental Exams, Industry Certification, Licensure, Apprenticeship, or PLA Portfolio: Students should see an Academic Advisor, PLA Coordinator, or Subject Matter Faculty Expert (SMFE). Students can email PLA@ccbc.edu for more information or to set up an appointment.
Credit by Portfolio

- Requires students to submit a set of written documents that prove college-level learning and skills
- Allows students to earn credit for more varied types of learning and experience than other academic credit options
What is required of the student seeking credit by Portfolio Assessment?

- Adequate college level writing skills
- Time for developing the portfolio
- Commitment to the portfolio process
- Pay the assessment fees (currently 50% of the current in-county tuition rate)
What is required of the Department?

- Subject Matter Faculty Expert (SMFE)
- Pre-evaluation meeting with subject matter expert and student
- The request for approval paperwork submitted
- Review of the portfolio by department representative
- Submission of SMFE to the transfer evaluation team within the registrar’s office: transfereval@ccbcmd.edu or Essex SSRV 015
Paperwork to complete for Credit by Portfolio or Departmental Exam
Request for Approval

Step 1: Applicant Information
- Student name:
- Student ID #:
- Address:
- City:
- State:
- Zip:

Request to evaluate:
- Course Discipline (ENGL) and:
- Course Title:

Present this form to the Dean or Dean's Designee for approval and signature:
- Dean's or Dean's Designee Signature:

Step 2: Pre-Evaluation Meeting
- Student is attending:
  - Catonsville campus
  - Dundalk campus
  - Essex campus

Step 3: Payment
- The student presents this form and pays the non-refundable fee (10% of the current in-county tuition rate per credit) in the Bursar's office.

Step 4: Evaluation Report
- Instructor's signature:

Registrar's Office Use Only
- Received white copy and forwarded for posting of credits
- Course information posted to student's transcript
- White copy scanned and indexed

Form distribution:
- White: Registrar's office
- Yellow: Evaluator

RR00319_Revised 2014
What does the student need to do?

- Consult with the Coordinator of Articulation, Transfer, and Prior Learning and Assessment.
- Meet with the appropriate Subject Matter Faculty Expert (SMFE) to present the Certification, Licensures, or Apprenticeship paperwork.
- Fill out the appropriate paperwork with the SMFE and take it to the Registration Office.
Articulated PLA Credit by Industry/Apprenticeship @ CCBC

- Aviation Management
- Construction Craft Professional
- Criminal Justice
- Emergency Medical Technician
- Heating, Ventilation, & Air Conditioning Technology (HVAC)
- Interpreter Preparation
- Medical Terminology
- Network Technology (DCOM)
- Nursing (LPN or Paramedic to ASN)
Interesting Quick Facts about CCBC PLA Credits Awarded Fall 2014- April 2016

• .43% of overall college credits awarded
• 759 Credits of CLEP and DSST
• 383 Credits of Portfolio
• 333 Credits of CCBC Departmental Exam
• 1090 Credits of Articulated Industry, Licensure, or Apprenticeship Credits!

These numbers do not include the Military Articulated Credits, AP, or IB credits which are also PLA.
Group Activity

Please take a few minutes to form small groups and reflect upon the potential for using P.L.A.’s in your discipline.

- What did you find most interesting about P.L.A.?
- What are some challenges that would need be overcome for implementing P.L.A.?
- Would it be worth the effort? Why or why not?
Thank you for attending!

If you have specific questions about PLA, feel free to email PLA@ccbcmd.edu or call Nicole Zairi at X4647.