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# Prior Learning Assessment

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Dakota College at  
Bottineau

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2014

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**Prior Learning Assessment  
Philosophy, Procedures & Policy  
Dakota College at Bottineau**

***Philosophy.*** Dakota College at Bottineau (DCB) has developed a policy for the evaluation and awarding of college credit for prior learning experiences. DCB recognizes college-level learning takes place out of the college classroom and may be relevant to DCB degree programs. Adult learners employed in current industry generally have educational needs that differ from those of traditional college students who enter directly from high school. DCB’s prior learning assessment philosophy is a reflection of its mission, “Providing a personalized education by focusing on nature, technology, and beyond...” The preparation of students academically, personally, and professionally for successful careers is the central focus of the Prior Learning Assessment Program’s mission.

The procedures relative to the evaluation and awarding of Prior Learning Credit (PLC) ensure that college-level, degree-applicable experiences are awarded credit appropriately and consistently.

***Policy***

Dakota College at Bottineau recognizes that some students have acquired knowledge through prior experiences. DCB provides students the opportunity to earn credit by demonstrating college-level knowledge. The methods used to assess this knowledge are: certifications & professional licenses, experiential learning portfolio, military training transcripts, and standardized assessment.

***Principles & Eligibility Requirements***

1. Students who apply have knowledge or experience equivalent to college-level courses.
2. Students must be admitted and enrolled in a DCB program for which prior learning credits may be used for degree completion.
3. Students may not use prior learning credits towards the 15-credit residency requirement for graduation. In other words, students with transfer credit must earn a minimum of 15 credits from DCB to graduate, not including prior learning credit.
4. Students may earn prior learning credit after completing 15-credits from DCB or in the same semester that the 15 credit minimum is accomplished.
5. A maximum of 50% of the credits towards an associate degree, certificate, or diploma may be prior learning credits with the exception of pre-approved industry credentials that align with program curricula or course outcomes.
6. CLEP, military credits, and courses with S/U grading (satisfactory/unsatisfactory) are not used to calculate grade point average.
7. Duplicate credit will not be awarded for overlapping coursework.

## ***Assessment Methods***

Dakota College at Bottineau implements four general methods to assess prior learning. Each method is defined below and described in greater detail within the handbook.

*Standardized Exams.* CLEP exams assess student's knowledge of subject-specific content. The North Dakota University System (NDUS) reviews and publishes guidelines for awarding college credit. DCB follows the guidelines as set forth by the NDUS.

*Military Training & Experience.* The military (Department of Defense) provides quality training and education to its members. This training and education, coupled with on-the-job experiences, creates learning opportunities for individuals. Military education transcripts are aligned with nationally accredited programs (ACE/CAEL). DCB accepts these transcripts in the same way transcripts are accepted from other accredited colleges and universities.

*Experiential Learning Portfolio.* Students may possess college level learning obtained through work experience, professional development, or independent study. For these cases, students may apply for the experiential learning portfolio process. This method requires students to identify courses which align with their learning and submit evidence to support their learning or knowledge of the subject area.

*Certifications & Professional Licenses.* Specific, industry-related certifications and professional licenses may constitute college level learning. Students with current credentials may be eligible to earn college credit for a related course. The credential must directly align with a college course or program curricula.

## ***General Procedures***

The following general procedures apply to ***all students*** who have identified themselves as possessing prior learning experiences and want to apply for prior learning credit.

1. Student reviews the policies and procedures and selects the assessment method best aligned to his/her prior learning experiences.
2. Student completes the "*Application for Prior Learning*" and submits the signed document to his/her advisor.
3. The student's advisor confirms that the student has met the Prior Learning program eligibility requirements (p 2) and presents the application to the prior learning coordinator. The prior learning coordinator, in turn, reviews the evidence of prior learning with the Associate Dean for Academic Affairs, communicates with the student regarding the approval/denial decision, and coordinates the evaluation and recording process for approved requests.
4. Following notification of approval, the student completes the steps to earn prior learning credit and pays the related tuition or fees.

## Prior Learning Quick View

<i>If the method is:</i>	<i>The process includes:</i>	<i>Fees associated with this method:</i>
<p><b>Standardized Assessment</b></p> <ul style="list-style-type: none"> <li>▪ Advanced Placement (AP)</li> <li>▪ College Level Examination Program (CLEP)</li> <li>▪ International Baccalaureate (IB)</li> <li>▪ DANTES Specialized Subject Tests (DSST)</li> </ul>	<p>Students take the exam at a testing site and send results to the DCB registrar.</p> <p>College credit is awarded based on <a href="#">NDUS Policy 403.7.4 Common Credit-By-Exam Guidelines</a>.</p>	<p>Students pay all fees associated with the AP, CLEP, IB and DSST courses or exams.</p> <p>DCB does not charge transcription fees for these credits.</p>
<p><b>Military Training</b></p>	<p><b>Basic Training:</b> Students may apply for prior learning credit for HPER100 <i>Concepts of Wellness and Fitness</i> by providing evidence of successful completion of military basic training.</p> <p><b>Military Transcripts:</b> Student provides DCB with an “official” copy of his/her military transcript. The registrar’s office evaluates military transcripts for utilization toward DCB degree requirements.</p>	<p>No fee is charged to eligible military students or veterans for HPER 100.</p> <p>No fee is charged by DCB to evaluate military transcripts from recognized military educational agencies.</p>
<p><b>Experiential Learning Portfolio</b></p>	<p>Students submit products that demonstrate their prior knowledge or skill competencies for each learning outcome of a targeted course using an online environment set up for the portfolio project.</p> <p>DCB content experts evaluate the student’s evidence of learning and issue a grade.</p>	<p>50% of campus tuition per credit (\$67.15/credit)</p>
<p><b>Certifications and Professional Licenses</b></p>	<p>Students provide DCB with a copy of a current certification or professional license.</p> <p>DCB uses CAEL and ACE recommendations to evaluate recognized trainings and certifications.</p>	<p>\$30/credit</p>

## Standardized Assessments

Students may demonstrate mastery of college-level coursework by examination via one of the following methods: Advanced Placement (AP), College Level Examination Program (CLEP), International Baccalaureate (IB), or DANTES Specialized Subject Tests (DSST). Students complete the exams and submit results to the DCB registrar.

### *Policy for standardized assessments*

Prior knowledge is deemed equivalent to college-level coursework as defined by [NDUS Policy 403.7.4 Common Credit-By-Exam Guidelines](#). Students pay for all fees associated with the AP, CLEP, IB and DSST courses and/or exams. DCB does not charge a recording fee for transcription of these credits. Credit is recorded using the S/U (satisfactory/ unsatisfactory) grading scheme.

### *Procedure for standardized assessments*

The following procedures apply to students who have identified themselves as possessing prior learning that can be assessed by one of the methods defined in ND University System policy.

#### Student Responsibilities

1. Research DCB course descriptions and identify the appropriate exam for a college-level course.
2. Review the Prior Learning *Principles & Eligibility Requirements* (p 2) to determine if you are eligible to earn credit by standardized assessment.
3. Register to take an exam listed in the ND University System policy and pay all related fees.
4. During the testing session or course, indicate Dakota College at Bottineau as college of attendance.
5. Upon completion of the course or exam, request records be sent to:

Dakota College at Bottineau  
Attn: Registrar  
105 Simrall Blvd  
Bottineau, ND 58318

#### DCB Responsibilities

1. The registrar informs the prior learning coordinator of all requests for credit by standardized assessment, enters grades for appropriate courses in the semester that applicants complete 15 credits from DCB, and retains copies of assessment reports per DCB records policy.
2. The prior learning coordinator informs prospective applicants of ND University System policies regarding credit by standardized assessment and compiles data to track utilization of this prior learning assessment method.

## CLEP Credits Awarded at Dakota College at Bottineau

CLEP Exam	Required Score	Credit Granted*	DCB Equivalent Course
Freshman College Composition	50	3 credits	ENGL110
American Literature	50	6 credits	ENGL 261 & 262
French Language (Level 1)	50	4 credits	FREN 101
French Language (Level 2)	62	8 credits	FREN 101 & 102
Principles of Microeconomics	50	3 credits	ECON 201
Principles of Macroeconomics	50	3 credits	ECON 202
Western Civilization I: Ancient Near East to 1648	50	3 credits	HIST 101
Western Civilization II: 1648 to Present	50	3 credits	HIST 102
U.S. History I: Early Colonization to 1877	50	3 credits	HIST 103
U.S. History II: 1865 to Present	50	3 credits	HIST 104
American Government	50	3 credits	POLS 115
Introductory Psychology	50	3 credits	PSYC 111
Introduction to Education Psychology	50	3 credits	EDUC 260
Human Growth and Development	50	3 credits	PSYC 250
Introductory Sociology	50	3 credits	SOC 110
Biology	50	4 credits	BIOL 150
Chemistry	50	4 credits	CHEM 121
College Algebra	50	4 credits	MATH 103
Principles of Marketing	50	3 credits	BADM 201
Principles of Management	50	3 credits	BADM 202
Information Systems & Computer Applications	50	3 credits	CSCI 101

*\*Per the NDUS adopted guidelines for CLEP examination scores.*

***CLEP Testing Centers in North Dakota***

<b>Bismarck State College</b> 1500 Edwards Avenue Bismarck, ND 58501 701-224-5658	<b>Dickinson State University</b> 291 Campus Drive Dickinson, ND 58601 701-483-2182	<b>Lake Region State College</b> 1801 College Drive N Devils Lake, ND 58301 701-662-1519
<b>Jamestown College</b> Career Resource Center 6029 College Lane Jamestown, ND 58405-0001 701-252-3467	<b>Mayville State University</b> 330 Third Street NE Mayville, ND 58257 701-788-4770	<b>Minot State University</b> 500 University Avenue West Minot, ND 58707 701-858-3983
<b>North Dakota State University</b> PO Box 5226 Ceres Hall Fargo, ND 58105 701-231-7671	<b>Trinity Bible College</b> 50 South Sixth Avenue Ellendale, ND 58436 701-349-5793	<b>University of Mary – Bismarck</b> 7500 University Drive Bismarck, ND 58504 701-355-8050
<b>University of North Dakota</b> University Counseling Center Grand Forks, ND 58202 701-777-4157		<b>University of Mary – Fargo</b> 1351 Page Drive Fargo, ND 58103 701-232-7088

To locate CLEP testing sites outside of North Dakota, go to:

<http://clep.collegeboard.org/search/test-centers>



## Military Training & Education

### *Policy for basic training*

Military students and veterans can request college credit for HPER100 Concepts of Wellness and Fitness (2 semester credits) for successful completion of basic training. HPER100 satisfies the general education requirement for wellness in DCB associate degree programs. Credit is recorded using the S/U (satisfactory/ unsatisfactory) grading scheme. No fee is charged for eligible applicants.

### *Policy for military education transcripts*

College credit earned through recognized military education agencies is accepted as transfer credit. Military transcripts are evaluated in the same way as transcripts from accredited colleges and are applied to degree requirements when appropriate. Transfer credit may satisfy graduation requirements but it is not used in calculating grade point average.

DCB recognizes coursework awarded by the following educational agencies for the specific branches of military service.

<b>Air Force</b>	<b>CCAF</b> (Community College of the Air Force)	<b>CCAF/DESS</b> 100 South Turner Blvd. Gunter Annex, AL 36114-3011	<a href="http://www.au.af.mil/au/ccaf/transcripts.asp">http://www.au.af.mil/au/ccaf/transcripts.asp</a>
<b>Army</b>	<b>AARTS</b> (Army/American Council on Education Registry Transcript System)	<b>AARTS Operations Center</b> 298 Grant Ave Ft. Leavenworth, KS 66027-1254	<a href="https://aartstranscript.army.mil">https://aartstranscript.army.mil</a>
<b>Navy/Marine</b>	<b>SMART</b> (Sailor/Marine American Council on Education Registry Transcript)	<b>SMART Operations</b> NETPDTC, N2 6490 Saufley Field Rd Pensacola, FL 32509-5223	<a href="https://smart.navy.mil/">https://smart.navy.mil/</a>

### *Procedure for military training & education*

The following procedures apply to students who successfully completed basic training or have earned college credit through a recognized military education agency.

#### Student Responsibilities

1. To earn college credit for **basic training**, complete the *Application for Prior Learning* and submit to the DCB Military Liaison together with evidence of military service. For service

members discharged from the military before 1986, the college will accept a notarized DD 214 form as evidence of military service.

2. Request *official military transcripts* be sent to:

Student Services  
Dakota College at Bottineau  
105 Simrall Blvd  
Bottineau, ND 58318

## DCB Responsibilities

### *Basic Training*

1. Military liaison verifies the applicant's eligibility to earn prior learning credit for HPER100 for successful completion of basic training, submits the student's application to the prior learning coordinator, and retains copies of application documents until credit is awarded.
2. The prior learning coordinator reviews the evidence of prior learning with the Associate Dean of Academic Affairs, communicates with the student and military liaison regarding the approval/denial decision, and coordinates the evaluation and recording process for approved requests.
3. The registrar in Student Services manually registers the student, records the student's grade, and retains the application and related documents per DCB records policy.

### *Military Transcripts*

4. Registrar processes military transcripts in the same way as those from accredited institutions.

## Experiential Learning Portfolio

In some instances, evidence of prior learning is a combination of training, work experience, and/or independent study. The experiential learning portfolio is a method of organizing various evidence verifying knowledge and skills equivalent to a college course. The portfolio is configured within an online learning environment using the learning outcomes of the course syllabus. Students upload documents, pictures, videos, and/or other artifacts to demonstrate competency of subject matter and mastery of key learning objectives.

### *Policy for experiential learning portfolios*

Prior knowledge must be equivalent to college-level coursework as defined by the learning outcomes on the course syllabus. Evidence for each learning outcome will be evaluated by a content expert. The level of accomplishment will be rated for each learning outcome and averaged to calculate a final grade for the course. Registration must be completed between the start of the semester and mid-term. All evidence must be uploaded by the semester's end regardless of start date. Passing grades are not guaranteed. A fee equal to 50% of campus tuition is charged per credit.

### *Procedure for experiential learning portfolios*

The following procedures apply to students who have identified themselves as possessing prior learning that is a combination of training, work experience, and/or independent study. The procedures describe the responsibilities of the student and campus related to the application, registration, evaluation, and grading activities intrinsic to this assessment method.

#### Student Responsibilities

1. Review the Prior Learning *Principles & Eligibility Requirements* (p 2) to determine if you are eligible to apply.
2. Research DCB course descriptions and course syllabi to select a course with learning outcomes that align with your training, work experience, and/or knowledge gained through independent study.
3. Consult your program advisor regarding your interest in completing an Experiential Learning Portfolio and brainstorm appropriate types of evidence for portfolio development i.e. job descriptions, work evaluations, references, work products, pictures, videos, or other artifacts. Note: Work from another course cannot be used.
4. Complete and submit to your advisor an *Application for Prior Learning*, indicating the DCB course for which you have evidence of prior learning.
5. Upon receiving notification that the application is approved, pay the “prior learning portfolio” fee of one-half current campus tuition per credit (p 4) by contacting the DCB Business Office (1-701-228-5430). This fee is nonrefundable and must be paid before enrollment.
6. Follow campus instructions for accessing the online environment and upload evidence for each learning outcome in the designated assignment drop-box.
7. For assistance:

- a. Contact the faculty evaluator regarding questions about the course.
- b. Contact the Distance Education Office regarding technical issues.
- c. Contact the Prior Learning Coordinator regarding other questions or concerns.

#### DCB Responsibilities

1. Advisors counsel students on appropriate types of evidence for portfolio development, verify the applicant's eligibility to earn prior learning credit, submit copies the student's application to the prior learning coordinator, and retain copies of application documents until credit is awarded.
2. The prior learning coordinator reviews the application with the student and advisor, consults the Associate Dean of Academic Affairs regarding rationale for approval/ denial, communicates with the student and advisor regarding the approval/denial decision, and coordinates the processes for registration, online course creation, and hiring of an instructor/evaluator.
3. The faculty-evaluator sets up the online environment with a section for each learning outcome for the course, an assignment drop-box for each learning outcome, and a defined evaluation method. Furthermore, the faculty-evaluator informs the student how to navigate within the online environment, submit evidence, and communicate with the instructor. The faculty-evaluator answers the student's questions regarding course requirements, evaluates uploaded evidence, and calculates and submits the student's final grade.
8. The registrar in Student Services creates the prior learning course in Campus Connection and manually registers the student.

## Certifications and Professional Licenses

DCB awards credit for certifications and professional licenses for industry training that corresponds to its educational programming. Eligible students who possess a credential listed in the table in this section should read the procedures for this method before making application for prior learning credit. Individuals possessing credentials other than those listed in the table should contact the prior learning coordinator.

### *Policy for certifications & professional licenses*

Industry training must be deemed equivalent to college-level coursework to be used for prior learning credit. The college uses American Council on Education (ACE) guidelines as an evaluation tool. It is imperative that appropriate proof of training be provided prior to a student's enrollment in a prior learning course. Students pay \$30/credit under this assessment method. Credentials not listed in this section must be evaluated to determine applicability to DCB curricula before selecting this method.

### *Procedure for certifications & professional licenses*

The following procedures apply to students who have identified themselves as possessing prior learning experiences through industry certifications and/or professional licenses.

#### Student Responsibilities

1. Review the Prior Learning *Principles & Eligibility Requirements* (p 2) to determine if you are eligible to apply.
2. Research professional certifications recognized by ACE, if necessary:  
<http://www.acenet.edu/AM/Template.cfm?Section=CCRS>
3. Complete an *Application for Prior Learning*, indicating the DCB course to which certification or licensure aligns.
4. Submit to your advisor a copy of your **current** certification or professional license at the time of application.
5. Upon receiving notification that the application is approved, pay the fee of \$30/credit by contacting the DCB Business Office (1-701-228-5430).

#### DCB Responsibilities

1. Advisors verify that the applicant is eligible to earn prior learning credit, retain copies of application documents, and submit copies the student's application & credential to the prior learning coordinator.
2. The prior learning coordinator reviews the evidence of prior learning with the Associate Dean of Academic Affairs, communicates with the student and advisor regarding the approval/denial decision, and coordinates the evaluation and recording process for approved requests.
3. The registrar manually registers the student, records the student's grade, and retains the application and related documents per DCB records policy.

<b>Evaluated &amp; Approved Credentials</b>		
<b>Industry Certification or Professional License</b>	<b>DCB Course</b>	<b>Grading Scheme</b>
<i>Certified Nurse Assistant (State Certification)</i>	NURS100 Nurse Assistant Training (3cr)	S/U
<i>American Heart First Aid/CPR- Adult and Child</i>	HPER210 First Aid & CPR (1cr)	S/U
<i>Red Cross First Aid/CPR – Adult and Child</i>	HPER210 First Aid & CPR (1cr)	S/U
<i>Child Development Associate (CDA)</i>	EC210 Intro to Early Childhood Education (3cr) EC211 Observation, Interpretation, & Assessment (3cr) EC236 Social/Emotional Dev and Guidance (3cr)	S/U
<b>Industry Certification or Professional License</b>	<b>DCB Course</b>	<b>Grading Scheme</b>
<i>DOD FORM 1098 confirming mastery of Early Childhood Training Modules 8, 9, 10, 14 &amp; 15</i>	EC236 Social/Emotional Dev and Guidance (3cr)	ABCDF
<i>DOD FORM 1098 confirming mastery of Early Childhood Training Modules 1, 2 &amp; 3</i>	EC209 Learning Environments for Children (3cr)	ABCDF
<i>DOD FORM 1098 confirming mastery of Early Childhood Training Modules 11, 12 &amp; 13</i>	EC238 Home, School & Community Relations (3cr)	ABCDF
<i>DOD FORM 1098 confirming mastery of Early Childhood Training Modules 4, 5, 6 &amp; 7</i>	EC233 Pre-K Methods & Materials (3cr)	ABCDF
<i>National Registry of Emergency Medical Technicians - Paramedic</i>	EMS 208 Intro to Emergency Pre-hospital Care (2cr) EMS 210 Pre-hospital Pharmacology I (2cr) EMS 211 Pre-hospital Pharmacology II (1cr) EMS 214 Pre-hospital Patient Assessment (2cr) EMS 215 Airway & Ventilatory Management (1cr) EMS 218 Respiratory Emergencies (1cr) EMS 240 Hospital Clinical I (2cr) EMS 275 Field Clinical I (2cr)  EMS 212 Pre-hospital Pharmacology III (1cr) EMS 216 Trauma Management (3cr) EMS 220 Cardiac Emergencies I (3cr) EMS 221 Cardiac Emergencies II (2cr) EMS 222 Medical Emergencies (3cr) EMS 230 ACLS (1cr) EMS 232 PHTLS (1cr) EMS 250 Hospital Clinical II (2cr) EMS 276 Field Clinical II (2cr)  EMS 213 Pre-hospital Pharmacology IV (2cr) EMS 224 Special Considerations (1cr) EMS 231 PALS (1cr) EMS 233 BLS Instructor (1cr) EMS 235 EMS Operations (2cr) EMS 260 Hospital Clinical III (2cr) EMS 277 Field Clinical III (3cr)	S/U
	43credits	