

LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

Policy # 1.023

Title: CREDIT FOR PRIOR LEARNING

Authority: Board Action

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The Board of Supervisors of the Louisiana Technical and Community College System (LCTCS) hereby establishes a system-wide credit for prior learning course equivalency policy. The LCTCS Credit for Prior Learning policy is established in accordance with the criteria of each accrediting agency.

Credit for prior learning evaluation is the process of assessing knowledge and skills attained through educational or work experience for equivalency to credit for college-level learning acquired through a variety of resources. Through credit for prior learning evaluation, Louisiana's Community and Technical Colleges offer students the opportunity to earn college credit for expertise gained outside traditional means.

Purpose

The purpose of this policy is to establish means for awarding college credits to students who are enrolled in a degree or certificate program within the LCTCS through the use of evidence of experience already acquired that meets the course outcomes. Students will receive credit for demonstrated mastery of learning outcomes that are equivalent to the learning outcomes of courses offered for credit.

Eligibility

All students enrolled in a degree or certificate program within the LCTCS who meet the requirements established in this policy shall be eligible and awarded college-credit equivalents.

Students must be enrolled at the institution from which they are requesting credit for prior learning evaluation.

Procedure

Each LCTCS college shall prepare and make public the following:

1. The list of courses for which college credits may be earned;
2. The number of credits that may be earned for each course; and
3. The minimum standards necessary to earn college credits via all available non-traditional means.

Such non-traditional means may include – but are not limited to –

- CLEP, AP, DSST, credit for past learning and/or life experiences
- Military training documented in the Joint Services Transcript or other official military records
- Industry-based certifications
- Portfolio assessment of college level learning acquired through work experiences
- Non –academic instruction evaluated by the American Council on Education (ACE)
- State or National certification or licensure
- Others as approved by the institution’s chief academic officer.

Accordingly, the colleges are directed to articulate qualifying credit for prior learning, subject to the following conditions, which shall be effective at all colleges:

1. The system-wide Credit for Prior Learning Matrix is to be updated and maintained on an annual basis in line with the academic catalog.
2. No fee shall be charged for reviewing credit for prior learning that is included on the matrix and entering them on a student's transcript. Students may be assessed a fee for the administration of examinations and the review of portfolios.
3. Institutions must use the course number listed, unless it would be advantageous for the student to award a specific course number with equal credit that satisfies program prerequisites or other requirements.
4. Institutions must award the same number of credits that are ordinarily awarded for the course or the minimum listed, whichever is greater.
5. Institutions should carefully consider what is required for students’ degree plans before awarding additional credit. Institutions are expected to have a policy in place regarding the percentage of credit hours for a given program that may be awarded via prior learning assessment.

6. Prior credit may not duplicate credit previously earned through examination or through postsecondary courses in which a grade of “C” or higher has been earned.
7. If no specific course number is listed, but a number of credits is given, institutions must award credit. They may use any appropriate course number in the subject area, or no number.
8. If no minimum credit is recommended for a particular exam or experience, award of credit is at the discretion of the institution. Institutions may not use course numbers that will automatically transfer.