

**PENINSULA COLLEGE
COLLEGE CREDIT BY NON TRADITIONAL MEANS**

TABLE OF CONTENTS

STATEMENT OF PURPOSE..... 2

GENERAL DESCRIPTION OF NON-TRADITIONAL CREDIT.....3-4

CREDITS AND EES.....5

PROCEDURES FOR DSST TESTING 6

DSST SUBJECT EXAM FORM..... 7

PROCEDURES FOR CHALLENGE EXAMS (CREDIT BY EXAM) 8

CHALLENGE EXAM FORM..... 9

PROCEDURES FOR CAPE (COMPUTERIZED ADAPTIVE PLACEMENT EXAM).....10

CAPE (COMPUTERIZED ADAPTIVE PLACEMENT EXAM) FORM.....11

PROCEDURES FOR CREDIT FOR PRIOR LEARNING 12-16

CREDIT FOR PRIOR LEARNING FORM 17

RESOURCES 18

STATEMENT OF PURPOSE

Peninsula College is concerned about the educational needs of all people living on the North Olympic Peninsula – not only those who attend the formal educational institutions, but also those who are striving to advance educationally outside of the formal school environment.

Professional educators generally believe that the preferred way to acquire an education is through completion of formal schooling. However, they are also aware that this is not the only way education is obtained. People may, by their own efforts, raise their educational level beyond that of their last formal schooling. For education or professional-technical ambitions to materialize, people often need to have their educational competence evaluated and recognized by a college.

In accordance with its desire to give tangible recognition to students who have acquired knowledge or skills equivalent to certain college offerings, Peninsula College recognizes several methods by which students may receive college credit outside the traditional program of class attendance.

These methods for evaluating non-traditional learning for college credit include National Standardized Testing (CLEP and DSST), departmental challenge exams, CAPE Exam, military education and experiences, and credit for prior learning (academic and professional-technical).

Revised: August 18, 2009

GENERAL DESCRIPTION OF NON-TRADITIONAL CREDIT

For All Categories See Administrative Procedure Number: 415.01

NATIONAL STANDARDIZED TESTING

- **CLEP**

Acceptance of credit through the College Board for College-level Subject Exams (CLEP). Students must achieve a score in the 50th percentile or higher to receive “pass” credit at Peninsula College. Peninsula College is not a testing site for CLEP and credit must be transferred in. There will not be a transcribing fee for these credits.

- **DSST**

Acceptance of credit through the DSST examination program offered by Educational Testing Services. There are 50 subject-standardized tests covering a wide range of college level academic, business, and technical subjects. Peninsula College is a testing site for DSST. There will be a transcribing fee for these credits.

DEPARTMENTAL CHALLENGE EXAMS

- **Credit by Exam**

Acceptance of credit by exam through the appropriate department at the college. This credit reflects knowledge gained through previous training, private study, work taken at non-accredited institutions, or other bona fide qualifications thus indicating the student has knowledge or abilities equivalent to course completers. A transcribing fee is required for these credits.

- **CAPE (Computerized Adaptive Placement Exams)**

Acceptance of credit by exam through the Spanish and German departments. This exam is designed for placement into a language course, but students may also petition to receive “pass” credit on their transcript. A transcribing fee is required for these credits.

MILITARY EDUCATION AND EXPERIENCE

When military courses are directly related to a student’s course of study or program at Peninsula College, it is possible for credit to be awarded for use toward a specific degree or certificate. It should be noted, however, that many such courses may not be applicable and, therefore, no credit can be awarded.

Procedures for requesting a formal evaluation of credit may be obtained from the Enrollment Services Office, 360-417-6340.

CREDIT FOR PRIOR LEARNING

Students have two options to apply for Prior Learning Credit.

- Option A Credit for Community Based Trainings equivalent to specific college course outcomes. Identified certificates and documentation awarded by community or company based training programs, professional institutes or agencies may be evaluated for credit such as Police Academy Certificates or a Child Development Associate (CDA) award. The documentation must substantiate that the training or certificate is equivalent to the identified college level course(s). In some cases students may be required to enroll in HUMDV 100 Portfolio for Prior Learning.
- Option B Credit by Portfolio for Prior Learning... Students may receive credit for prior learning by developing a Portfolio around course outcomes, competencies or skill standards for one or more identified courses. The Portfolio includes documentation of the individual's knowledge and skills equivalent to course completers. To petition for the Portfolio credit the student is required to take the HUMDV 100 Portfolio for Prior Learning course for one or two credits.
- No more than 25% of required credits for a degree or certificate may be satisfied by Prior Learning equivalency credits.
- Credits in all equivalency situations are transcribed as a Pass (P) and will receive no numeric grade points.

Specific procedures, forms and fees are included in this packet and/or are available in Enrollment Services and Student Development.

CREDITS AND FEES

Credits issued in all equivalency situations discussed in this document will be transcribed as P (pass) credit on the transcript and will not carry a letter grade.

A non-refundable \$25.00 administrative fee will be charged for each equivalency testing application received by the registration office of Peninsula College (does not apply to Professional-Technical).

DSST

- A \$80.00 testing fee paid in a check or money order written to DSST given to Test Manager.
- A stipend of \$25.00 for each DSST test administered to the Test Manager or Testing center.
- A fee equal to the current tuition per credit rate minus the services and activities fees will be charged for transcribing passing credits from the DSST exams -\$73.00 per credit (2009-2010).

CHALLENGE EXAM

- A stipend of \$50.00 for each Challenge Exam administered to the appropriate faculty members.
- A CAPE exam fee of \$5.00 (for German & Spanish challenges only)
- A credit fee of \$73.00 per credit (2009-2010).

PRIOR LEARNING OPTIONS A AND B

OPTION A. Credit for Community-Based Training

- Students enroll in one credit of HUMDV 100 Portfolio for Prior Learning at the current tuition rate. When evaluation of community based training clearly articulates with identified college course work, instead of taking HUMDV 100 course, students pay a non-refundable evaluation fee of \$30 payable to Peninsula College with a Request for Evaluation to the Prior Learning Coordinator.
- After the documentation is completed and submitted with a Petition for Prior Learning Credit with the appropriate signatures, the individual is notified to pay the transcription fee of 25% of current tuition (\$21 per credit, 2009-2010.)

OPTION B Credit by Prior Learning Portfolio

- Students requesting one to seven credits by Portfolio documentation must enroll for one credit in HUMDV 100 Portfolio for Prior Learning course at the current tuition rate (\$83.90 for 2008-09).
- Students requesting 8 or more credits by Portfolio must enroll in HUMDV 100 for two credits at the current tuition rate. (\$167.80 for 2009-2010).
- After the final approved Portfolio is submitted with a signed Petition for Prior Learning, the individual is notified to pay the transcription fee payable to Peninsula College for the requested number of credits. (At 25% of current tuition, the fee is \$21 per credit for 2009-2010.)

PROCEDURES FOR DSST TESTING

1. Obtain a DSST Testing Brochure from the Test Manager located in the Student Services Building, (417-6346).
2. Obtain approval from the Credit Evaluator (417-6596) that the credits obtained from DSST will transfer as the same course petitioned for at Peninsula College.
3. Make an appointment at the Testing Center and set up a time and date for DSST Testing. (You should allow 10 working days for the test to be sent to our institution.) Review sample testing materials from the Testing Manager.
4. Pay the \$80.00 testing fee (money order or credit card) to the Test Manager and take the test.
5. Submit the completed petition form to the Cashier and pay the \$25.00 Administrative Fee and the Transcribing Fee established by the current tuition per credit rate to have your credits transcribed. This rate does not include services and activities fees. This amount is \$73.00 per credit (2009-2010).
6. Your test scores will be mailed to you. The DSST established minimum score on your specific exam would be used in determining Pass credit.

**Peninsula College Petition for Equivalency Credit
DSST SUBJECT EXAM FORM**

NAME:	Student ID#:
Street Address:	City:
State:	Zip Code:
Current Quarter:	Total No. Of Credits Enrolled for this Qtr.
Total No. Of PC hours completed:	Field of Study:
Petition if for PC Course:	PC Course Number

Approvals:

Credit Evaluator/Registrar _____

Forward to the Testing Center:

Testing Date _____

DSST Score _____

Signature of Test Manager _____

Forward to Registrar:

Pass Credit Awarded _____

Course Number _____

Number of Credits _____

Signature

Admin Fee \$25.00 (Fee Code: YA)	_____
Credit/Transcribing Fee (\$73.00 per credit) (Fee Code: YB)	_____

PENINSULA COLLEGE
PROCEDURES FOR CHALLENGE EXAMS (CREDIT BY EXAM)

1. You Must Qualify For This Procedure By Completing The Following Checklist:
 - I have completed 15 hours of credit at Peninsula College.
 - I am currently in good academic standing at the college.
 - I am currently enrolled this quarter.
 - I have not previously taken or have received credit in the course to be challenged.
 - I will not receive credit for a foreign language that is my native one.
 - I can only challenge a course one at a time.
 - It is up to me to arrange an appointment with the instructor designated to administer, proctor, and grade the examination.
 - I have read and understand **THE LIMITATIONS** of **P** credit and how four-year institutions may evaluate it.
2. Complete the required petition for equivalency credit and pay the administrative fee of \$25.00 and exam fee of \$50.00 in the Business Office.
3. Obtain approval form the Vice President of Instructional Services.
4. Obtain approval from the Dean of Instruction.
(Make sure that the credit obtained form the challenge exam will yield credit in the course offered at Peninsula College.)
5. Make an appointment with the instructor recommended by the Dean to discuss the course to be challenged.
6. The instructor will prepare and administer the examination. After the examination has been graded, it will be forwarded to the second instructor for approval.
7. You will be notified of your results and will be required to come to the Business Office to pay the necessary fees to have our credits transcribed.
8. The appropriate fee will be determined by the current tuition per credit rate (This rate does not include services and activities fees.) This amount is \$73.00 per credit (2009-2010).
9. Credit will be transcribed in the academic quarter equivalency credit is approved provided that all of the steps outlined above have been completed one week (5 calendar days) prior to the last instructional day of the quarter.

**Peninsula College
Petition for Equivalency Credit
Liberal Arts and Professional Technical
CHALLENGE EXAM FORM**

Name:	Student ID#
Street Address:	City:
State:	Zip Code:
Current Quarter:	Total No. Of Credits Enrolled for this Qtr.
Total No. Of PC hours completed:	Field of Study:
Petition if for PC Course:	PC Course Number:

Approvals:

Vice President of Instructional Services _____

Dean of Instruction _____

Signature of Instructor/Coordinator _____

Signature of Second Instructor _____

Pass Credit Awarded _____ Course Number _____ Number of Credits _____

Forward to Registrar:

Pass Credit Awarded _____

Course Number _____

Number of Credits _____

Signature

Admin Fee \$25.00 (Fee Code: YC) _____
Exam Fee \$50.00 (Fee Code: YD) _____
Credit/Transcribing (\$73.00 per credit) (Fee Code: YE) _____

PENINSULA COLLEGE
PROCEDURES FOR CAPE (Computerized Adaptive Placement Exam)
(Spanish and German Language Exams Only)

1. Obtain CAPE testing information from the Test Manager located in the Student Services Building, (417-6346).
2. Make an appointment for testing with the Test Manager.
3. Pay the \$5.00 testing fee to the Cashier and take the test.
4. Submit the completed petition form to the Business Office and pay the \$25.00 Administrative Fee and the Transcribing Fee established by the current tuition per credit rate to have your credits transcribed. This rate does not include services and activities fees. This amount is \$73.00 per credit (2009-2010).

**Peninsula College
Petition for Equivalency Credit
CAPE EXAM FORM**

Name:	Student ID#
Street Address:	City:
State:	Zip Code:
Current Quarter:	Total No. Of Credits Enrolled for this Qtr.
Total No. Of PC hours completed:	Field of Study:
Petition if for PC Course:	PC Course Number:

Forward to the Testing Center:

Testing Date _____

CAPE Score _____

Signature of Test Manager _____

Forward to Registrar:

Pass Credit Awarded _____

Course Number _____

Number of Credits _____

Signature

Admin Fee \$25.00 (Fee Code: YC) _____
Test Fee \$5.00 (Fee Code: CP) _____
Credit/Transcribing Fee (\$73.00 per credit) (Fee Code: YB) _____

**Peninsula College Petition for Equivalency Credit
PROCEDURES FOR CREDIT FOR PRIOR LEARNING**

Student

1. Contacts Prior Learning Coordinator to determine eligibility and documentation options for credit.
2. Enrolls in HUMDV 100 for one or two credits as advised to develop the Portfolio for Option A or B, or completes documentation notebook for Option A, as advised.
3. Works with Prior Learning Coordinator to complete the process for Option A or Option B.

Prior Learning Coordinator

1. After the student has completed the documentation for Option A or B, the Prior Learning Coordinator (PLC) facilitates the approval process for credit to appropriate faculty and administrators.
2. Once approved, the PLC contacts the student with the results and a request for a check payable to Peninsula College for the transcription fee. (Which is 25% of current tuition (\$21 per credit, 2009-2010).
3. The PLC submits transcription fee check from student with approved Petition for Credit to the cashier who issues the receipt.
4. The PLC submits receipt for transcription fee and signed Petition for Credit to the Registrar.
5. The PLC sends the student a copy of paper work with a note of congratulations.

Registrar

1. Credits are transcribed to student records based on the approved Petition for Credit request with the payment receipt attached.

**Peninsula College Petition for Equivalency Credit
PROCEDURES CREDIT FOR PRIOR LEARNING**

Option A CREDIT FOR COMMUNITY BASED TRAINING

Certificates and documentation awarded by community or company based training programs, professional institutes or agencies may be evaluated for credit (i.e., Police Academy Certificate or a Child Development Associate (CDA)).

To have your training records reviewed, you must submit official and/or original records as well as supporting documentation including, descriptions of content, methods of instruction and evaluation, dates and hours of training, instructor(s) name and qualifications.(See Prior Learning Option A: Documentation Template attached.) Documentation submitted must substantiate that the training or certificate is comparable to the identified college level course(s).

Steps for Option A: Credit for Community Based Training

- The student meets with the Prior Learning Coordinator (PLC) to identify potential course equivalency and clarify the process and documentation requirements.
- After consultation with the PLC, the student will enroll in HUMDV 100 for one credit OR submit the non-refundable evaluation fee of \$30 payable to Peninsula College.
- The PLC consults with the appropriate faculty member about the request and the documentation.
- The student consults with PLC about the documentation process through email, phone and individual conferences.
- When the Portfolio is completed, the student submits it with a Petition for Prior Learning Credit to the PLC.
- The Prior Learning Coordinator facilitates the evaluation of the documentation which will be reviewed and signed for approval by two faculty members, the Dean of Instruction and the Vice President of Instructional Services.
- After the Petition for Community Based training is signed, the student is notified by the PLC to pay the current transcription fee which is 25% of regular tuition. (\$21 per credit for 2009-2010).
- Credits in all equivalency situations are transcribed as a Pass (P).
- No more than 25% of required credits for a degree or certificate may be satisfied by prior learning equivalency credits.

Prior Learning OPTION A: DOCUMENTATION TEMPLATE

Request for CREDIT FOR COMMUNITY BASED TRAINING

Student's Name _____ Date _____

Number/Course Name:

Credits/hours:

Course Description:

Learning Outcomes:

- 1. SUMMARY: For each community based training submit a summary of the documentation for the identified course(s):**
 - **Name of each training and hours.**
 - **Total number of prior learning hours completed for the course.**
- 2. TITLE of each training that applies to this course content...**
- 3. DATES, LOCATION, HOURS for each training that applies.**
- 4. CONTENT: A description of the content of each training.**
- 5. Name(s) and qualifications of INSTRUCTORS.**
- 6. METHODS of instruction and evaluation.**
- 7. Copy of certificate(s) and/or records of completion.**

Option B CREDIT BY A PRIOR LEARNING PORTFOLIO

Students may receive credit for prior learning by developing a Portfolio that is submitted for evaluation. The Portfolio is developed around course outcomes, competencies and/or skill standards for one or more identified courses and documents the individual's knowledge and skills equivalent to course completers.

- Students requesting less than 7 prior learning credits must take 1 credit of HUMDV 100 Portfolio Writing course; students requesting 8 or more prior learning credits must take 2 credits of HUMDV 100.
- The student meets with the HUMDV 100 instructor and the department/program instructor to identify course outcomes and clarify the timeline and process for Portfolio development.
- Students submit Portfolio entries (on e-mail) as scheduled to the HUMDV 100 instructor for feedback.
- Students submit the completed Portfolio within the established time frame for assessment.
- The final Portfolio produced during HUMDV 100 Portfolio for Prior Learning course will be assessed for a numeric grade.
- The HUMDV 100 instructor arranges for the completed Portfolio to be reviewed and approved for credit by one or two department/program faculty member, the Dean of Instruction and the Vice President of Instructional Services.
- After evaluation and approval, the designated staff sign the Petition for Prior Learning Credit form.
- After the Petition for Prior Learning credit is signed, the individual is notified by the Prior Learning Coordinator to pay the current transcription fees @ 25% of current tuition (\$21 per credit for 2009-2010) to Peninsula College.
- Credit will be transcribed in the academic quarter the Prior Learning Petition is approved provided that all of the steps outlined above have been fulfilled.
- Credits in all equivalency situations are transcribed as a Pass (P).
- No more than 25% of required credits for a degree or certificate may be satisfied by prior learning equivalency credits.

Students develop a portfolio to document their knowledge and skills related to course outcomes of one or more specified courses. **Students requesting one to seven prior learning credits must enroll in HUMDV 100 for 1 credit; those requesting eight or more credits must enroll for 2 credits.** This course provides academic support to develop a Professional Portfolio for college credit. The completed Portfolio is reviewed and approved for credit by identified administrators, faculty and advisory committee members.

Course Outcomes: Students will

1. Develop an introduction to the Portfolio that includes a Vision Statement (description of a long range education and career plan) and a mission statement of the purpose for doing this portfolio.
2. Organize a written autobiography of work history in the field in a chronological or other relevant order, including reflections of professional growth and development.
3. Complete a Self-Assessment Inventory of course outcomes/competencies/skill standards. Identify strengths, challenges and cite related trainings/education.
4. Provide documentation of knowledge, skills and abilities based on course outcomes and/or instructor/program requirements.
5. Produce a printed Portfolio that includes documentation as required (certificates, transcripts, photos, course descriptions, journal experiences, artifacts) for presentation to Portfolio evaluators.

Course Requirements:

1. The Portfolio Instructor and department/program Instructor meet with the student to identify content/competencies, clarify the process and develop a time line for Portfolio production.
2. Students submit Portfolio entries (on e-mail) as scheduled to the HUMDV 100 instructor for feedback.
3. Students submit the completed Portfolio to the HUMDV **100** instructor for assessment within the established time frame.

Assessment:

The final Portfolio produced during HUMDV 100 Portfolio Writing course will be assessed for 100% percentage points based on the following criteria for a numeric grade.

- 80% of the grade is based on content. (quality of documentation of the course competencies/outcomes/skill standards.)
- 20% of the grade is based on Portfolio Presentation.

(Appearance, professionalism as measured by definitions of terminology and clarity of written descriptions. Writing mechanics including sentence structure, paragraphing, grammar, spelling, and conciseness.)

Peninsula College
PETITION FOR PRIOR LEARNING CREDIT FORM-OPTION A OR B

Date: _____

Name: _____

Student ID Number: _____

Address: _____

Program of Study: _____

Prior Learning Coordinator

Peninsula College Course	CourseNumber	Credits	Date Reviewed	Approved Yes/No ?	Initials

Approvals:

 Dean of Instruction

 Vice President, Instructional Services

 Faculty Member

 Faculty Member or Advisory Committee Member

<p>Office of Registrar</p> <p>Date: _____</p> <p>Number of Credits transcribed: _____</p> <p>_____</p> <p>Signature</p>
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<p>Fee: \$21.00 per credit (Fee Code: YE) _____</p> <p>Portfolio Evaluation Fee: \$30.00 (Fee Code: YD) _____</p>

RESOURCES

Student Services
Peninsula College
360-417-6340

Barbara Clampett
Prior Learning Coordinator
Peninsula College
360-417-6497

Trisha Plute
Peninsula College
360-417-6497