PRIOR LEARNING ASSESSMENT
STUDENT HANDBOOK

Effective January 1, 2014

This handbook was developed in accordance with recommendations from the 2006 CAEL-sponsored publication: Assessing Learning: Standards, Principles, & Procedures by Morry Fiddler, Catherine Marienau, & Urban Whitaker.
GENERAL INFORMATION

Ashford University® recognizes the uniqueness of each student’s experience and realizes that learning takes place in a variety of environments. The Prior Learning Assessment program provides a means for awarding credit to matriculated undergraduate students who bring college-level learning experiences acquired outside of a traditional university classroom setting.

**Prior Learning** is defined as the skills, knowledge, and competencies that people acquire from their work experience, volunteerism, community activities, travel, artistic endeavors, and hobbies.

**Assessment** is defined as the process by which experiential learning is identified, evaluated, and equated with an amount of college credit.

The Prior Learning Assessment program is coordinated by the Department of Prior Learning Assessment. Inquiries regarding the awarding of credit based on sponsored professional training and the evaluation of experiential learning should be made to the Department of Prior Learning Assessment.

Students may earn credit through the Prior Learning Assessment program in two ways:

- Faculty evaluation of sponsored professional training
- Faculty evaluation of experiential essays
  
  *Note: students must successfully complete EXP 200: Fundamentals of Adult Learning prior to submitting an experiential essay.*

Students may participate in either or both components of the program based on experience, background, and need. Students must have room in their degree progress report for PLA credits, meet eligibility requirements, and be referred for enrollment in the PLA Information Center by their Student Advisor.

**STUDENT ELIGIBILITY**

- Must be a fully admitted undergraduate student
- Must successfully complete PSY 202
- Must satisfy the English proficiency requirement
- Must have room for PLA credits in degree plan

*Note: PLA does not apply to students pursuing a Master’s degree or to non-degree seeking students.*
PLA BENEFITS FOR ADULT LEARNERS

• Increases access to higher education
• Individualizes process to meet students’ needs
• May satisfy prerequisites in students’ career paths
• Provides validation of life-long learning
• Formalizes the learning process
• Saves time
• Saves money

PRIOR LEARNING ASSESSMENT FEES

Fees are based on the assessment services performed, not by the amount of credit awarded. All fees are non-refundable.

<table>
<thead>
<tr>
<th>Service</th>
<th>Fee Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sponsored Professional Training</td>
<td>$30 per credit hour assessed</td>
</tr>
<tr>
<td>Experiential Essay</td>
<td>$125 per essay assessed</td>
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Note: students will also pay current tuition costs for EXP 200, a 3 credit elective course.

SPONSORED PROFESSIONAL TRAINING

College-level learning can occur in a variety of instructional settings. Ashford University’s Prior Learning Assessment department will evaluate standardized trainings, certificate programs, and seminars in areas related to Ashford University degree programs or coursework. Students who provide evidence of successful completion and submit all required documentation may apply for prior learning credits. Ashford University faculty will evaluate the submitted documentation for evidence of college-level learning.

Ashford University may award one college credit per 15 hours of formal classroom contact for sponsored professional training. Each training must be at least 15 hours in length. Credit is not awarded for several small trainings grouped together unless the trainings lead to an overall certificate or a completion program.

REQUIRED DOCUMENTATION

Students must submit the following documentation for evaluation purposes:

1. Evidence of successful completion of the prior learning (transcript, certificate, employee training record, or letter on company letterhead signed by appropriate official)
2. Evidence of length of course (number of contact hours)
3. Evidence of training content (syllabus, course description, training agenda, or training manual table of contents)
4. Contact information (current phone/email) for training instructor or work supervisor
5. Credit Rationale Paper
   - Summarization of the training content and identification of the specific learning outcomes.
   - Explanation of how these training outcomes are equivalent to college-level outcomes.
   - Description of how the student has applied what was learned in the training to his/her professional and personal life.
   - Description of how the student will be able to apply the training knowledge and his/her skills and abilities to future situations.

Note: The following types of trainings are ineligible for prior learning credit:

- recertification training
- refresher training
- company-specific training
- skill-based training
EXPERIENTIAL ESSAY

An experiential essay is a reflective/research paper that demonstrates understanding of the experiential learning process by aligning personal experience with the learning outcomes of an Ashford University undergraduate course. College-level learning or knowledge can be acquired outside the traditional college classroom setting through documented work experience, volunteerism, community activities, travel, artistic endeavors, and hobbies.

Students must have at least one year of experience in the essay topic. One artifact that documents at least a year of experience in the essay topic is required. The artifact must provide physical evidence of the learning. The artifact could be (but is not limited to) a work sample, business plan, publication, job performance report, photographs, or validation of the experience by an appropriate official.

Students applying for PLA credit through the experiential essay process must first successfully complete the experiential learning course EXP 200 Fundamentals of Adult Learning. EXP 200 is a three (3)-credit lower division elective course in which students explore the concepts and process of experiential learning and learn how to write an experiential essay.

The experiential essay process follows a course equivalency model: students must select a three credit undergraduate course from Ashford University and write the essay to demonstrate that they have the same knowledge as if they had actually taken the specific course.

After successfully completing EXP 200, students may submit the experiential essay to the PLA Credit Review Center for an additional three (3) credits. Ashford University faculty will evaluate the experiential essay for evidence of college-level learning.

Additional experiential essays may be submitted at any time. The experiential essay credits may be applied to elective, general education, or major requirements, depending on where the selected course will fit into the degree progress report of the student.

PLA SUBMISSION PROCESS

- Student indicates an interest in pursuing credit for Sponsored Professional Training or Experiential Essay to his/her Student Advisor.
- Student Advisor requests student be enrolled in the free online PLA Information Center by setting up an activity in the campus management system.
- PLA Department enrolls student in the PLA Information Center; student receives an automatic email notification upon enrollment.
- Once enrolled, student thoroughly reviews the policies and procedures posted in the PLA Information Center.
- Using the guidelines in the PLA Information Center, student gathers all required documentation in preparation for submission:
  - For Sponsored Professional Training: student provides a Credit Rationale Paper, evidence of successful completion, length of training, training content, and instructor/supervisor contact information.
  - For Experiential Essay: student successfully completes EXP 200, writes an acceptable essay, and obtains an artifact/evidence of the learning experience.
- When ready to apply for PLA credit, student registers in the PLA Credit Review Center (a link within the PLA Information Center) and submits the Sponsored Professional Training or Experiential Essay documentation.
- PLA Department reviews submission for completeness and sends to Registrar.
- Registrar checks for credit limitations and/or duplication of credit and approves or denies the request for PLA credit.
- Finance Department processes payment for PLA assessment fee, and student’s credit card is charged.
- PLA Department assigns the submission to appropriate faculty member to assess for PLA credit.
- Faculty member with academic credentials in the course content area reviews the submission and makes a credit recommendation to the PLA department.
- If faculty member approves the submission for credit, Registrar posts the PLA credits to the student’s degree progress report.
- PLA Department notifies the student and student’s Student Advisor of the assessment results.
PLA CREDIT POLICIES AND PROCEDURES

The Ashford University PLA program complies fully with the Council for Adult and Experiential Learning (CAEL) standards for excellence and the Western Association of Schools and Colleges (WSCUC) credit for experiential learning policies.

ASSESSMENT STANDARDS

Ashford University adheres to CAEL academic standards by using the following assessment criteria:

- Credit will be awarded only for learning, not for experience.
- College credit will be awarded only for college-level learning which meets the academic standards of Ashford University.
- The process of applying for credit will be viewed as an integral part of the learning process.
- The determination of credit awards and competence levels will be made by appropriate subject matter and academic experts.
- Credit will be appropriate to the academic context in which it is accepted.

ADMINISTRATIVE STANDARDS

Ashford University adheres to CAEL administrative standards by using the following assessment criteria:

- Transcript entries for PLA will clearly describe what learning is awarded credit. Students will not be awarded PLA credit that duplicates credit previously earned through transfer or other means. Credit will not be given twice for the same learning.
- Policies, procedures, and criteria applied to assessment will be fully disclosed to students in the Ashford University Academic Catalog, the Ashford University website, the PLA Information Center, the PLA Corporate Information Center, and the EXP 200 Fundamentals of Adult Learning experiential essay course.
- Fees charged for the assessment of prior learning will be based on services performed, not by the amount of credit awarded. Fees will be non-refundable.
- All personnel involved in the assessment process will receive initial and ongoing training and professional development. The Department of Prior Learning Assessment will be responsible for the planning, implementation, and monitoring of the PLA program. In conjunction with the Academic Affairs department, the Department of Prior Learning Assessment will develop and oversee the academic policies for prior learning assessment and will monitor, review, evaluate, and revise the PLA policies and procedures as needed.

QUALITY ASSURANCE POLICIES

Ashford University has implemented the following quality assurance policies regarding the awarding of Prior Learning Assessment (PLA) credits:

ASSOCIATE OF ARTS DEGREE PROVISIONS AND LIMITATIONS

- Students in an Associate of Arts program may apply up to 15 credits of prior learning toward degree completion.
- PLA credit cannot be used to satisfy EXP 105 or PSY 202.
- PLA credit cannot be used to satisfy the English Proficiency requirement.
- PLA credit will be applied to an Associate of Arts program on a course match basis.

BACHELOR OF ARTS DEGREE PROVISIONS AND LIMITATIONS

- Students in a Bachelor's program may apply up to 30 credits of prior learning toward degree completion.
- A maximum of nine (9) prior learning credits may apply towards the major requirements.
- Prior learning credits may apply up to a maximum of 50% of the requirements for a minor or specialization.
- Prior learning credits may apply up to a maximum of 100% of the requirements for a concentration (unless the concentration is part of the major requirements).
- The content of prior learning credits must be comparable to the content of the replaced course(s).
- PLA credit cannot be used to satisfy EXP 105 or PSY 202.
- PLA credit cannot be used to satisfy the English Proficiency requirement.
- No course with a designation of Capstone is eligible for PLA credit.

PLA CREDIT PARAMETERS

Ashford University has implemented the following credit parameters regarding the awarding of Prior Learning Assessment (PLA) credits:

- It is the student’s responsibility to provide evidence of learning.
- PLA credit will be awarded only in areas which fall within the regular curricular offerings of Ashford University.
- PLA credit cannot be applied at the graduate level.
- Students cannot submit remedial courses for PLA credit.
- PLA credit may not be counted toward the residency requirement in a degree program.
- PLA credit is posted to the transcript as credit earned (without a grade) and does not affect a student's grade point average.
- Ashford University PLA credits may or may not be transferable. It is the student's responsibility to find out if credits will transfer to an institution that the student may plan to attend in the future.
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ASHFORD UNIVERSITY

- PLA credit awarded at another regionally or approved nationally accredited institution that falls within the regular curricular offerings of Ashford University may be accepted for transfer with the approval of the Registrar and the Department of Prior Learning Assessment. Such credit counts toward the 30 credit maximum applicable toward a Bachelor’s degree or the 15 credit maximum applicable toward an Associate’s degree.
- If documentation is not in English, a certified translation of all documents is required.
- Students using the services of the Prior Learning Assessment department are expected to abide by the Student Community Standards as outlined in the Ashford University Academic Catalog.
- Appeals/Exceptions to the stated policies and procedures will be handled by the Department of Prior Learning Assessment.

STAFF RESPONSIBILITIES

 PLA STAFF
- To assist students in the PLA process
- To manage the online PLA Information Center
- To recruit and train faculty members in the PLA process
- To coordinate awarding of credits with the Registrar’s Office
- To coordinate the PLA billing process with the Finance department
- To maintain Ashford University’s standardized evaluation list
- To manage the electronic archiving of students’ PLA records

 STUDENT ADVISORS
- To provide students with information about PLA opportunities and options
- To help students follow proper procedures regarding PLA
- To refer appropriate students to the online PLA Information Center
- To become familiar with and remain updated on PLA policies

 FACULTY ASSESSORS
- To become familiar with CAEL standards for assessing experiential learning
- To attend initial and ongoing training as requested by the Department of Prior Learning Assessment
- To follow PLA policies as listed in the PLA Faculty Handbook
- To assess student submissions within five working days of receipt of materials