

INDIANA **TECH**

COLLEGE CREDIT

THROUGH PRIOR LEARNING

Prior learning includes any college-level learning that a student has acquired outside of a traditional classroom setting. Indiana Tech believes that what a student knows is more important than how this knowledge was learned and therefore will evaluate knowledge and skills gained through non-classroom experiences for college credit. This evaluation process is known by many names, including prior learning assessment, credit for prior learning, or even experiential learning.

Earning college credit through prior learning will

- Lessen the time required to complete a degree
- Eliminates the need to take courses containing material that has already been mastered
- save money – fewer courses needed to complete a degree equates to lower overall tuition costs
- demonstrate to employers the value of prior learning

Students can earn prior learning credit a variety of ways, including the following:

National Standardized Tests

- AP – Advanced Placement examination
- CLEP – College Level Examination Program
- DSST – DANTES Subject Standardized Test

Indiana Tech’s Challenge Exams

University Challenge Exams are academically equivalent to the comprehensive exam for a course and require a passing grade of 70% or better. Exams are developed by the appropriate university full-time faculty member and approved by the Associate Dean of each college. The testing process is administered within each college.

Credit for Military Training

Military educational and training credit can be transcribed through these systems:

- AARTS – Army/American Council on Education Registry Transcript System
- CCAF – Community College of the Air Force
- SMART – Sailor/Marine American Council on Education Registry Transcript

Credit will be awarded based on credit recommendations for military service schools or occupational credit recommendations provided by the American Council on Education (ACE). ACE publishes a reference titled The Ace Military Guide, which is available online.

Law Enforcement Academy Training

Numerous law enforcement-related courses are offered by a wide variety of law enforcement training academies across the country. Students must submit evidence of satisfactory completion of a law enforcement training academy. Additional credit may be awarded after review of law enforcement training transcripts by the appropriate full-time faculty member.

Industry and Professional Credentials

Indiana Tech offers academic credit for specific industry and professional credentials. Following the “College Course Model,” these credentials will be transcribed in relation to one or more particular Indiana Tech course(s). Original decisions regarding the transcribing of these credentials will be made by the appropriate full-time faculty member and reviewed by the appropriate academic representative. In addition, an ongoing listing of these transcribed credentials will be maintained by the Office of the Registrar.

Transfer Partnerships

Transfer credit may be available from varying organizations such as StraighterLine, Sophia Learning, and Study.com. Credit may also be awarded after completing an open online classroom course from platforms such as Coursera, edX, Udacity. The American Council on Education (ACE) evaluates learning acquired outside of a traditional university classroom setting and makes credit recommendations. Additionally, the registrar's office at Indiana Tech maintains a listing of Indiana Tech courses and course equivalencies from varying organizations. Courses not evaluated and deemed college-equivalent by Indiana Tech's registrar's office or ACE can be evaluated through the portfolio process outlined below.

PLA Portfolio Evaluation Process

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Below is an outline of the portfolio review process. For more information about undergraduate portfolio reviews, contact Katie Parrish, Director of Educational Partnerships at kmparrish@indianatech.edu. For more information about doctoral portfolio reviews, contact Kristin Conley, Director of PhD Admissions at knconley@indianatech.edu.

1. The student will email the registrar's office (registrar@indianatech.edu) to obtain the syllabus for the targeted course to identify learning outcomes. Note: if there is not a course equivalent in the Indiana Tech catalog, students may direct their portfolio toward general elective credit.
2. The registrar's office will enroll the student into the PLA Canvas shell through which the completed portfolio will be submitted. The Registrar's Office will also assign the appropriate faculty member to the course. The student has 30 days to submit the portfolio.
3. Once submitted, the portfolio and materials are reviewed by a faculty evaluator within the department in which the course is taught.
4. The portfolio and materials will be carefully reviewed using a portfolio assessment form within 30 calendar days. The faculty evaluator will recommend if:
 - **Credit is awarded.** If credit for portfolio is awarded, the student is notified via email of the decision by the registrar's office and course equivalency credit is applied to the student's transcript by the Registrar's Office.
 - **More documentation is needed for evaluation.** If more documentation is needed, the student is notified via email by the PLA liaison. Upon receipt of necessary additional documentation, credit is granted or denied, and the student is notified of the decision. If additional documentation is not received within 15 calendar days, credit is denied.
 - **Elective credit may be awarded***. If the faculty evaluator does not award credit for the selected course, 3 hours of elective credit may be awarded to the student; however it depends on the quality of the portfolio. The student will be notified via email of the decision by the registrar's office and elective credit is applied to the student's transcript by the Registrar's Office. *This option is only available for undergraduate portfolios.
5. The process of submitting a portfolio for evaluation does not guarantee a credit award for a specific course. If a student is not satisfied with the outcome of the portfolio evaluation, they have the right to an appeal through Maxient (https://cm.maxient.com/reportingform.php?IndianaTech&layout_id=3).
6. Once the portfolio has been evaluated and a recommendation for credit has been made, the students will be charged a nonrefundable \$350 fee for undergraduate portfolio review or \$450 for doctoral portfolio review. (Note: a separate portfolio review fee is required for each catalog course for which the student is seeking credit).

1. Introduction (1 – 3 pages)
Discuss your career history, educational history, other experiences that will be the basis for this request for credit and your academic/career goals
2. Resume (1 – 4 pages)
3. Course-related information:
 - a. Current course syllabus for the targeted course
 - b. A narrative which analyzes and articulates what was learned, how it was learned, how the knowledge has been used, and how this knowledge relates to the learning outcomes listed in the course syllabus (5 – 20 pages)
NOTE: Prior learning related to each learning outcome from the course syllabus must be addressed in the narrative or discuss the value of the learning outcome toward the student's major if elective credit is being sought.
4. Documentation/Evidence:
 - a. Provide documentation (see list below) appropriate to the targeted course that was discussed within the narrative.

Examples of Where Learning Occurs and Acceptable Documentation

(not an exhaustive list)

- Job description
- Performance appraisal
- Workshops
- Employer sponsored training
- Travel
- Professional development
- Volunteer activities
- Awards
- Conferences
- Independent reading
- Open-educational resources
- Online training
- Projects
- Webinars
- Self-directed study
- Licenses
- Certifications
- Letters from supervisors
- Published articles
- Commendations and awards
- Certificates
- Patents held
- Grants awarded

- Testimonials explaining/describing what you did, skills/knowledge performed satisfactorily, period in which you engaged in the activities, job titles held, description of competence in area, etc.
- Certificate of completion of training, to include hours attended, information covered, etc.
- Work samples (e.g., newsletters edited, brochures, created, photos of work, etc.)
- Proof of membership in professional/trade organization
- Non-collegiate or continuing education courses (including course description, learning objectives, syllabus, etc.)

Indiana Tech Transfer Provisions

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Undergraduate students must complete 120 credits to obtain a Bachelor's degree. A maximum of 90 credit hours of transfer credit can be applied toward a Bachelor's degree. Within the 90 credit maximum, a maximum of 45 credits can count toward a Bachelor's degree from any combination of prior learning assessment or other nontraditional learning, including national testing programs or credit recommendation services.

Doctoral students must complete 66 credits to obtain a PhD. A maximum of 9 portfolio credits are permitted to transfer.