



Academic Management Manual

Section I

Prior Learning

Academic
Affairs
2009-10

Introduction – Prior Learning

This document contains the policies and procedures for Prior Learning. At the center of these policies and procedures is the belief that PBCC awards credit or hours for prior learning only where there is documented evidence that the student has mastered the course objectives.

The Prior Learning process will be customized to the type of learning activity involved and be more campus-based in process. Each type of Prior Learning is detailed in this document. The process for approval will differ with the nature of the type of activity involved.

In order to understand how this process works, it is important to define the term “prior learning” and how it differs from transcript evaluation from another educational institution.

For the purposes of these policies and procedures, prior learning is defined as a student having the ability to be awarded credits or clock hours in PSAV or AS-level courses through the following processes:

- **Challenge exams** – Challenge exams that are written and administered at PBCC
- **Equivalency of Health Core Courses for Health Programs Procedure** – Documentation of competencies are gained through work experience or licensure
- **PBCC PSAV Clock Hour to Credit Course Equivalency** – Awarding of credits for PSAV coursework
- **Prior Learning Portfolio** – A written portfolio that demonstrates the students has mastered the course objectives and competencies
- **Career Pathways/Tech Prep Articulation from the School District of Palm Beach County** – Awarding of credit for high school coursework and an assessment, if applicable
- **Advanced Placement of Apprenticeship Students** – Awarding of course clock hours for competencies gained through work experience
- **Radiologic Technology** – Awarding of credit for students who completed hospital programs
- **Dental Assisting to Dental Hygiene** – Awarding of credit for students who completed ADA accredited dental assisting programs.
- **Florida State Fire College to Fire Science** – Awarding of credit for students who have completed coursework at the Florida State Fire College.
- **Educational Prep Institute** – Awarding of credit for students who have completed equivalent coursework at the School District of Palm Beach County or a University and have completed a portfolio.

The distinction must be made between the processes cited above and transcript evaluation. If a student took similar coursework at another accredited institution, the student's transcript should be sent to Palm Beach Community College and be routed through the normal transcript evaluation process. Please see page I-12 for more detailed information on transcript evaluation.

Detailed Procedures for Each Category of Prior Learning

Challenge Exam Procedure	
<p>Palm Beach Community College has identified certain courses within the curriculum as being eligible for earning credit through a challenge examination. If the student achieves a passing score on the examination, credit or hours will be awarded to the student's transcript.</p>	
Initiator:	Student
Process:	<p>Student pays the fee associated with the challenge exam. The student then takes the examination at a PBCC testing center. The current list of courses is available at http://www.pbcc.edu/x6161.xml. The department that developed the challenge exam is responsible for grading the exam.</p>
PBCC Office(s) Responsible for Processing:	PBCC Testing Center, faculty member/instructor who grades the exam
Fees:	\$45.00
Eligibility:	Any student is eligible to take a challenge exam
Proviso(s):	Student can only take each challenge examination associated with a course one time.
Web Page:	http://www.pbcc.edu/x6161.xml

Equivalency of Health Core Courses for Health Programs Procedure

Each student enrolled in a health PSAV program where HSC0003 or PRN0022 is required may meet this requirement by documentation of course competencies having been achieved through coursework, work experience or licensure.

Initiator:	Student
Process:	Student must complete form located at http://www.pbcc.edu/documents/academic_services/hscform.doc to determine how prior coursework or experience could earn them credit or clock hours in one of the following PBCC courses: <ol style="list-style-type: none"> 1. PRN 0022 (95 clock hours) 2. HSC 0003 (78 clock hours)
PBCC Office(s) Responsible for Processing:	PBCC Program Manager, Associate Dean, Dean
Fees:	None, unless student prepares a Prior Learning Portfolio or a PBCC Challenge Examination to meet the course requirements.
Eligibility:	Any student enrolled in a program requiring HSC 0003 or PRN 0022.
Proviso(s):	Student must: <ol style="list-style-type: none"> 1. Be declared in the program in which the course would apply <p style="text-align: center;">OR</p> <ol style="list-style-type: none"> 2. Have applied for admission into the program in which the course(s) would apply
Web Page:	http://www.pbcc.edu/x6160.xml

PBCC PSAV Clock Hour to Credit Course Equivalency

This is a process for granting college credit towards a CCC, AAS or AS degree. Students who have taken and passed courses in certain PSAV programs at PBCC may apply for granting of credit by following this process.

Initiator:	Student
Process:	The student who has completed the eligible PSAV coursework must apply for granting of credit by using the form located at http://www.pbcc.edu/documents/Academic_Services/psav.doc and submitting the form to any PBCC Registrar's office.
PBCC Office(s) Responsible for Processing:	PBCC Campus or District Registrar
Fees:	None
Eligibility:	Any student who has successfully completed the PSAV coursework as specified.
Proviso(s):	Student must: <ul style="list-style-type: none"> • Have completed and been awarded passing grades in the PSAV courses listed in the equivalency table. • Be admitted to the program to which the credit will apply • Have already earned at least 25% of the program credits, including general education.
Web Page:	http://www.pbcc.edu/x6159.xml

Credits/Hours granted based on Assessment of a Prior Learning Portfolio	
Palm Beach Community College has developed a portfolio-based system of demonstrating that a student has achieved the course objectives for AS and PSAV courses. This process involves a written portfolio that is prepared under the guidance of a program instructor or faculty member.	
Initiator:	Student
Process:	Student initiates the process by using the process described at http://www.pbcc.edu/x6158.xml . A faculty member/program manager/program instructor is identified to review the student’s application. If accepted, the student prepares the portfolio that may include a skills assessment. The faculty member/program manager/program instructor assesses the portfolio and assigns a passing or non-passing grade. If the student is awarded a passing grade, the associate dean files the appropriate form with the Registrar’s Office
PBCC Office(s) Responsible for Processing:	Faculty Member/Program Manager/Program Instructor, Associate Dean, Dean, Registrar
Fees:	Based on the credits/hours of the course: <ul style="list-style-type: none"> • 1 credit - \$50.00, 2 credits \$75.00, 3 credits and above \$100.00 • 10-50 clock hours - \$50.00, 51-150 clock hours -\$75.00, 151 clock hours and above - \$100.00
Eligibility:	Student must: <ul style="list-style-type: none"> • Be admitted to the program to which the credit/hours will apply • Have earned at least 25% of the program credits/hours
Proviso(s):	No more than 75% of the program credits/hours may be earned through the prior learning portfolio process Transfer courses or general education courses may NOT be earned through the prior learning assessment process.
Web Page:	http://www.pbcc.edu/x6158.xml

Career Pathways/Tech Prep Articulation from Palm Beach County School District	
<p>Palm Beach Community College has an Interinstitutional Articulation agreement with the School District of Palm Beach County to accept certain combinations of course work taken at a Palm Beach County high school along with an assessment to qualify for awarding of college credits. The complete list of these courses is located at http://www.pbcc.edu/acsv/techprepcourses.asp.</p>	
Initiator:	Student
Process:	<p>Student requests that an official high school transcript be sent electronically from the School District to the PBCC admissions office for evaluation. The student completes the form located at http://www.pbcc.edu/documents/Academic_Services/techprepform.doc and submits the form to a PBCC Admissions Office. If the Tech Prep agreement requires a portfolio or other assessment, the student must make arrangements to take such assessments.</p>
PBCC Office(s) Responsible for Processing:	Admissions, Transcript evaluation
Fees:	None
Eligibility:	Any Palm Beach County High School graduate who has completed the specified coursework with a "C" or higher.
Proviso(s):	Student must complete and pass any assessment or portfolio requirements as per the agreement.
Web page:	http://www.pbcc.edu/x6157.xml

Advanced Placement of Apprenticeship Students

Students enrolled in PBCC apprenticeship programs may be advanced placed into the curriculum by being awarded courses in which they been evaluated as meeting the competencies of the course.

Initiator:	PBCC Program Manager for Apprenticeship
Process:	The PBCC Program manager for Apprenticeship completes a form (http://www.pbcc.edu/documents/Academic_Services/2007-1_APPRENTICESHIP_ADVANCED_PLACEMENT.doc) and indicates in which courses the student has met the competencies. The form is approved by the associate dean and forwarded to the registrar's office for course loading.
PBCC Office(s) Responsible for Processing:	Program Manager, Associate Dean, Registrar
Fees:	None
Eligibility:	Students enrolled in PBCC apprenticeship programs
Proviso(s):	Advanced Placement is limited to students enrolled in apprenticeship programs
Web page:	http://www.pbcc.edu/x6154.xml

Radiologic Technology (AART)	
<p>Students who have earned their ARRT (American Registry of Radiologic Technologists) credential and are graduates of a JRCERT (Joint Review Committee on Education in Radiologic Technology) accredited radiography program have the opportunity be granted 45 hours of coursework towards the AS degree in Radiography.</p>	
Initiator:	Faculty Member
Process:	<p>The Faculty Member completes the Radiography Prior Learning Assessment Form (http://www.pbcc.edu/documents/Academic_services/radiography_prior_learning_assessment_form.doc) The form is approved by the dean and forwarded to the registrar's office for course loading.</p>
PBCC Office(s) Responsible for Processing:	Faculty Member, Dean, Registrar
Fees:	\$50.00
Eligibility:	<p>Students enrolled in the AS Radiography program and have earned their ARRT (American Registry of Radiologic Technologists) credential and are graduates of a JRCERT (Joint Review Committee on Education in Radiologic Technology) accredited radiography program</p>
Proviso(s):	None
Web page:	http://www.pbcc.edu/x10396.xml

Dental Assisting to Dental Hygiene	
<p>Students who have earned the Dental Assisting credential and are graduates of an ADA (American Dental Association) accredited dental assisting program will be granted 19 hours of coursework. The student must have passed all dental science courses with a grade of “C” or higher no more than five years prior to the Dental Hygiene application deadline date.</p>	
Initiator:	Faculty Member
Process:	The Faculty Member completes the Dental Hygiene Prior Learning Assessment Form - http://www.pbcc.edu/documents/academic_services/dental_prior_learning_assessment_form.doc . The form is approved by the dean and forwarded to the registrar's office for course loading.
PBCC Office(s) Responsible for Processing:	Faculty Member, Dean, Registrar
Fees:	\$50.00
Eligibility:	Students enrolled in the Dental Hygiene program and have earned their Dental Assisting credential from an ADA accredited program.
Proviso(s):	None
Web page:	http://www.pbcc.edu/x11597.xml

Florida State Fire College to Fire Science

Students who have taken classes through the FSFC (Florida State Fire College) from a credentialed instructor will be granted the appropriate credit hours for FFP courses that are approved by the Fire Science Director. The student requesting credit for FFP classes taken through the FSFC must complete the prior learning assessment form and present it to the Fire Science Director for approval. If the application is approved by the Director, and the Dean of Public Safety, it will be forwarded to the registrar for processing.

Initiator:	Student
Process:	Student completes form, and gains appropriate approvals. Form is located at http://www.pbcc.edu/documents/academic_services/fire_prior_learning_assessment_form.doc
PBCC Office(s) Responsible for Processing:	Fire Science Director, Dean, Registrar
Fees:	None
Eligibility:	Students enrolled in the Fire Science AS degree program.
Proviso(s):	None
Web page:	http://www.pbcc.edu/x14430.xml

Educational Preparation Institute (EPI) for course EPI 0010

Students who have successfully taken and documented FOR-PD Reading Competency 2 through the School District of Palm County within the last five (5) years or have passed [with a “C” or higher] and documented a course from an accredited college or university with an outline comparable to EPI 0010 within the last five (5) years may qualify for this equivalency. The student must also complete a portfolio. The student requesting the credit for EPI 0010 must complete the prior learning assessment form and present it to the Institute for Teacher Education manager for approval.

Initiator:	Student
Process:	Student completes form and gains appropriate approvals – form is available at http://www.pbcc.edu/documents/academic_services/epi_prior_learning_assessment_form.doc
PBCC Office(s) Responsible for Processing:	Institute for Teacher Education Manager, Dean, Registrar
Fees:	\$50.00
Eligibility:	Students enrolled in the EPI program.
Proviso(s):	None
Web page:	http://www.pbcc.edu/x15693.xml

Transcript Evaluation

Transfer of PSAV/Credit Coursework from Regionally or Nationally Accredited Schools

PBCC has an established process for evaluating transcripts from other educational institutions. In order for courses to transfer, the institution must either be regionally or nationally accredited and have their curriculum processed through the Statewide Course Numbering System (see FS 1007.24, Statewide course numbering system). This process should be used to evaluate all coursework from eligible institutions. The PBCC transcript evaluation personnel may need guidance and expertise from program personnel in evaluating coursework for equivalency. There is no charge to the student for transcript evaluation.

Transfer of PSAV/Credit Coursework from Non-accredited Schools, Hospital-based programs and other types of Proprietary Schools

If the student has coursework from non-accredited schools or certificates from hospital-based programs, they must follow the procedures outlined in the Prior Learning Portfolio process. This will provide the detailed documentation that the student has met the competencies as set forth by Palm Beach Community College. The student will pay the fees associated with the coursework as outlined in that process.