



UNIVERSITY of HAWAII®

# LEEWARD

COMMUNITY COLLEGE

A Campus of the University of Hawai'i System

## **MANUAL OF POLICIES AND PROCEDURES PRIOR LEARNING ASSESSMENT (PLA) PROGRAM**

(formerly known as College Credit Equivalency Program - CCEP)

Leeward CC Policy Number: L5.302

CCEP Created May 1976; Revised 1978 and 1979

**PLA Program Manual, Revised May 2015, November 2016, January 2017**

**Faculty Senate Agenda - Approval Vote, May 6, 2015**

For further information, contact:

Counseling Office or PLA Coordinator  
Leeward Community College  
96-045 Ala Ike, Room AD-208  
Pearl City, HI 96782  
Telephone: 808.455.0233

Leeward Community College reserves the right to change, delete, supplement, or otherwise amend at any time the information, requirements and policy contained in the following pages.

# **LEEWARD COMMUNITY COLLEGE PRIOR LEARNING ASSESSMENT (PLA) PROGRAM**

(formerly known as the College Credit Equivalency Program - CCEP)

Leeward Community College's (Leeward CC) Prior Learning Assessment (PLA)

Program provides alternative opportunities to obtain college credits as outlined in the policies and procedures in this manual. Leeward CC believes that there are many ways to demonstrate the learning outcomes and competencies found in traditional classroom course offerings; therefore, the college provides a number of options to earn college credit through previous college and non-college coursework, equivalency and standardized exam scores, and skills gained from life experiences. This means that instead of students taking courses covering material they have learned elsewhere, they can spend their time and money on new subjects they need and want to take, assisting them to reach their educational goals sooner and more efficiently. Leeward students may demonstrate their competencies and be granted Leeward Community College credit by one or more of these methods:

## **COLLEGE TRANSFER CREDIT**

1. **College Transfer Credit** – Courses completed at other regionally accredited colleges and universities with a grade of "D" or better may be transferable toward a Leeward CC degree. Some programs may require a grade of "C" or better. Upper division courses (numbered 300 or higher under the UH System's course numbering system) may be applied to no more than 20% of the Leeward CC's degree or certificate." An official transcript must be mailed directly to Leeward CC's Admission & Records office for consideration of credit. Students must also complete a transcript evaluation request form and submit to Leeward CC's Admission & Records for review of credits.
2. **Non-collegiate Sponsored Education Credit** – Formal courses completed in non-collegiate settings may be equivalent to college credit. These credits may also be applicable to core/program requirements. Such courses may be sponsored by the military, businesses, industry, social and community agencies, labor unions, etc. National and local guidebooks are used in this evaluation process, including the American Council on Education's (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services* and *Credit Recommendations for Non-collegiate Courses*; and the *Hawaii Guide to Crediting Non-collegiate Learning*.

### EQUIVALENCY EXAMINATIONS

3. **Equivalency Examination** – Standardized examinations from The College Board and DANTES may be taken at official testing centers where students request their scores be sent to Leeward CC. If adequate scores are earned to meet Leeward CC's standards, college credit may be granted. These credits may be applicable to core/program requirements. Examinations include Advanced Placement (AP), College Level Examination Program (CLEP), and DSST exams. Additionally, Leeward instructors may have developed some standardized equivalency examinations for some subjects.

### PRIOR LEARNING EXPERIENCES

1. **Credit by Institutional Exam** (formerly known as Credit by Examination) – Students may request to take an instructor-prepared course examination covering material of a regular Leeward CC course; an adequate examination score earns college credit for the course without attending classes. Students will be working with a Leeward instructor who teaches the particular course for which credit is desired and furnish some evidence that the course concepts have been learned elsewhere. Students must be currently enrolled in at least one non Prior Learning Assessment Program (PLA) course at Leeward CC to be eligible for this credit option.
  - a. **Back Language Credits** – Students placed above the 101 level in Hawaiian or foreign languages offered at Leeward CC, can receive, at no additional cost, credits for the courses they are exempted from upon completing the next course in the sequence with the grade of C or higher. Students whose level is above that of 202, including native speakers of the languages, can receive credits for the full course sequence provided they register for and pass the highest course (202) in the sequence with a grade of C or higher. These credits may be applicable to core/program requirements.
2. **Portfolio-based Assessment** – Students with previous learning experiences, such as unique kinds of employment or projects, may earn Leeward Community College credit if the experiences can be verified and documented. Appropriate Leeward CC faculty will decide if the learning experiences are eligible for credit through Leeward CC's Prior Learning Assessment (PLA) Program. Students must be currently enrolled in at least one non Prior Learning Assessment Program (PLA) course at Leeward CC to be eligible for this credit option.

### INDEPENDENT STUDY

4. **Independent Study** – Students who wish to design and complete individual study projects geared to their particular interests, aptitudes, and needs may apply to the appropriate academic division for Independent Study credit. A faculty member and Division Chair must approve project plans; such study should be completed within one semester.

Detailed procedures and guidelines for each option are described on the following pages.

## **GENERAL GUIDELINES**

Since different institutions have different policies and guidelines for evaluating and granting transfer and equivalency credits, such credits awarded by Leeward CC may not, in all cases, be transferable to, or accepted by, some college and universities, or by other campuses of the University of Hawai'i System. If students are planning to transfer to another campus, it is recommended that they check directly with the staff at that campus to find out their transfer and equivalency credit policies.

Prior Learning Assessment (PLA) Program policies and procedures are subject to change; therefore, the information in this Manual may not be current. Inquiries and questions regarding this should be directed to the Counseling Office at Leeward CC. Leeward Community College reserves the right to change, delete, supplement, or otherwise amend at any time the information, requirements, and policy contained in the PLA Program Manual.

Additional costs may be assessed for credits earned through the Prior Learning Assessment Program. PLA Program credits cannot be awarded until the student has established a transcript record, or has been registered and paid the necessary tuition and fees as a Leeward CC student.

The purpose of PLA is to give credit for what is learned outside the traditional Leeward CC college classroom and enable Leeward CC students to avoid taking courses covering material already mastered elsewhere. However, it is not for the purpose of avoiding essential courses that are basic to the students' educational goals, or that provide a learning experience that can best be acquired in a classroom setting rather than by another method. Therefore, students are advised not to substitute PLA credits for required courses if it is not in the best interest of their own educational, career, and personal needs.

When appropriate, PLA credit may be given for a specific Leeward CC course; if an equivalent course is not offered at Leeward CC, credit may be granted for elective credit in a specific discipline or subject area. PLA credit that is granted at Leeward CC usually counts toward a major/core Leeward CC degree or certificate; it is recommended that a student not apply for PLA credit until ascertaining that such credits will be needed in his/her degree area and that he/she checks with an Leeward CC Academic Advisor to fully understand the requirements for his/her chosen program.

Official transcripts from other institutions and programs must be requested and paid for (\*) by the student. The official transcript must be mailed directly from the institution to:

Registrar, Admissions and Records (A&R)  
Leeward Community College  
96-045 Ala Ike, AD-220  
Pearl City, HI 96782

Unofficial copies of records and transcripts cannot be accepted as a basis for granting credit.\*

There may be no charge for transcripts transferred within the University of Hawai'i System.

Student should check with A&R regarding current policies and forms.

The number of credit hours that may be earned through the PLA program varies and is dependent on the type of PLA assessment given (please see Summary of Crediting Process table below). Generally, PLA credits may not be used to meet the residency requirement and that at least 12 credit hours toward a Leeward CC degree or 20% credit hours toward a Leeward CC certificate must be earned at Leeward Community College.

The Chancellor, Vice Chancellor for Academic Affairs, or appropriate Academic Dean of Leeward Community College may waive the above provisions when he/she deems it appropriate to do so.

\*Special Note: Leeward CC has other methods of awarding credit (e.g. back language credit); please see a counselor for information.

## Summary of PLA Crediting Process

PLA Program Options	Initial Leeward Contact Person (*)	Evaluators	Fees	Grades Awarded	Credit Recording	Max # Credits applied towards residency (**)	Max # Credits applied towards 2-year degree (**)	Max # Credits applied towards certificates (**)
1. College Transfer Credit from Other Colleges and Universities	CG, AR	FA, CG, AR	No	Grades earned at other institutions	Transfer	0 credits	48 credits	80% of credits
2. Non-collegiate Sponsored Education (Military)	CG, AR	FA, AR, CG	No	CR	Transfer	0 credits	21 credits	80% of credits
3. Equivalency Exams (DSST, CLEP, AP)	CG, AR	AR, CG	No	CR	Transfer	0 credits	48 credits	80% of credits
4. Credit by Institutional Exam	FA	FA	50% of Tuition	CE, NCE	Institutional credit	0 credits	No limit****	No limit****
5. Portfolio-based Assessment (Portfolio)	FA, CG, PLAC	FA, RC	60% of Tuition	PBA	Institutional credit	0 credits	12 credits in one academic area – max overall is 21 credits****	12 credits in one academic area - max overall is 21 credits****
6. Independent Study	FA	FA	Tuition	A, B, C, D, F (GPA)	Institutional credit	No limit	No limit	No limit

### Evaluators/Contact Persons

FA = Faculty Member at Leeward CC  
 CG = Counselor  
 AR = Admissions and Records Office at Leeward CC  
 RC = Review Committee  
 PLAC = Prior Learning Assessment Coordinator

### Grades/Credit Recording

Institutional Credit = Credit earned at the institution  
 Transfer Credit = Credit transfer to the institution  
 GPA = Grades are computed into the students' grade point average

### Grades Awarded

CR = Credit grade awarded for transfer of equivalency exams, non-collegiate sponsored education credits, and back-language credits. These credits may be applicable to core/program requirements.  
 CE/NCE = Credit-by-Institutional Examination Credit awarded for passing the examination with a "C" grade or higher (No grade points assigned and no credits computed in GPA). NCE = No credit was given.  
 PBA = Portfolio-Based Assessment Credit awarded for passing the portfolio with a "C" grade or higher (No grade points assigned and no credits computed in GPA). PBA credits may be applicable to core/program requirements.

\* After picking up appropriate form in Admissions & Records or Counseling Offices, contact the initial Leeward CC contact person.  
 \*\* The residency requirement may be waived for cause at the option of the Vice Chancellor for Academic Affairs or appropriate Academic Dean. The Vice Chancellor or Dean may also (at their discretion) approve use of credit-by-institutional examination or portfolio-based assessment to meet residency requirements.  
 \*\*\* Credit may not be accepted for transfer into some other college/universities.  
 \*\*\*\* See residency requirement

## COLLEGE TRANSFER CREDIT

College transfer credit can be granted for courses completed at postsecondary educational institutions other than Leeward CC. Students who are registered at Leeward CC and are planning to complete a degree or certificate at this campus are encouraged to apply for transcript evaluations.

### Procedures

1. Student requests other post-secondary institutions to mail official transcripts to:

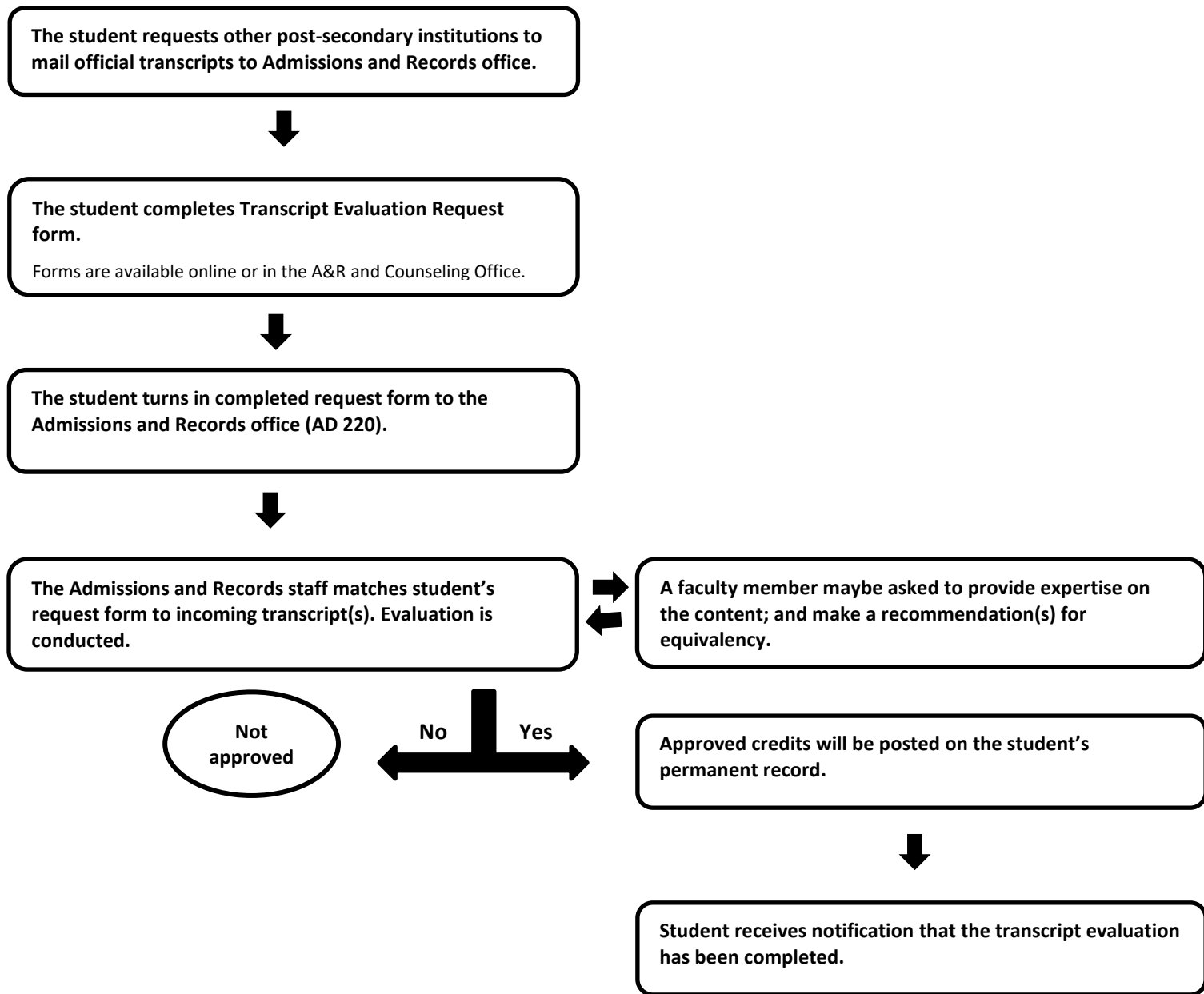
Leeward Community College  
Admissions and Records Office  
96-045 Ala Ike, AD 220  
Pearl City, HI 96782
2. Student completes Transcript Evaluation Request Form. (See Page 29) Forms are available online or in the Admissions and Records and Counseling offices.
3. Student turns in completed request form to the Admissions and Records Office, AD-220.
4. Admissions and Records staff matches student's Request form to incoming transcript(s). In order for the transcript to be evaluated, the student must meet the following criteria.
  - Leeward CC must be designated as the student's home campus or will be graduating in the semester in which the evaluation is being requested.
  - Paid for at least one (1) credit within the UH System during the semester in which the evaluation is being conducted.
  - No financial obligations within the UH System.
5. Evaluation is conducted. A faculty member may be asked to provide expertise on the content; and make a recommendation(s) for equivalency.
6. Approved credits will be posted on the student's permanent record.
7. Student receives notification that the transcript evaluation has been completed.

**Guidelines**

1. Official transcripts are required for an official transcript evaluation. FAX copies or hand delivered copies, even if sealed by the awarding institution, are not considered official transcripts.
2. Students must complete a Transcript Evaluation Request Form before an evaluation can be made. In order for this process to continue, the student must:
  - designate Leeward CC as their home campus;
  - be currently enrolled in the UH system;
  - have previous or current enrollment at Leeward CC;
  - have no financial holds; OR
  - be graduating from Leeward CC in the current semester
3. Credits are evaluated toward the student's educational program. Only credits applicable toward requested associate degree/certificate requirements are listed on the evaluation. If more than one associate degree/certificate is desired, the student must request a transcript evaluation for each particular degree/certificate.
4. In order to qualify for transfer credit, grades earned must be a "D" or better from institutions outside the University of Hawai'i system. Some Leeward CC programs may require a grade of "C" or better.
5. Direct equivalency courses will only transfer as a CR if the transcript key or catalog indicates that CR/NCR is with a C or better.
6. Students can be granted only the number of credits per course, which they earned at the other institution.
7. Leeward CC does not accept transfer credits from non-regional accredited institutions.
8. Unofficial evaluations may be done by a counselor. The student is responsible for providing a copy of the official document. Unofficial evaluations will not apply toward a student's graduation.
9. Credit will be applicable only toward Leeward Community College programs.
10. No fee is charged.



## COLLEGE TRANSFER CREDIT FLOWCHART



## **NON-COLLEGIATE SPONSORED EDUCATION**

This option evaluates learning from courses completed in non-collegiate settings, e.g., labor union courses, agency training programs, professional workshops, military courses, military job experience, etc., whose content is substantially equivalent to offerings from Leeward Community College. Presently courses are considered individually by the Leeward CC transcript evaluation team and appropriate faculty.

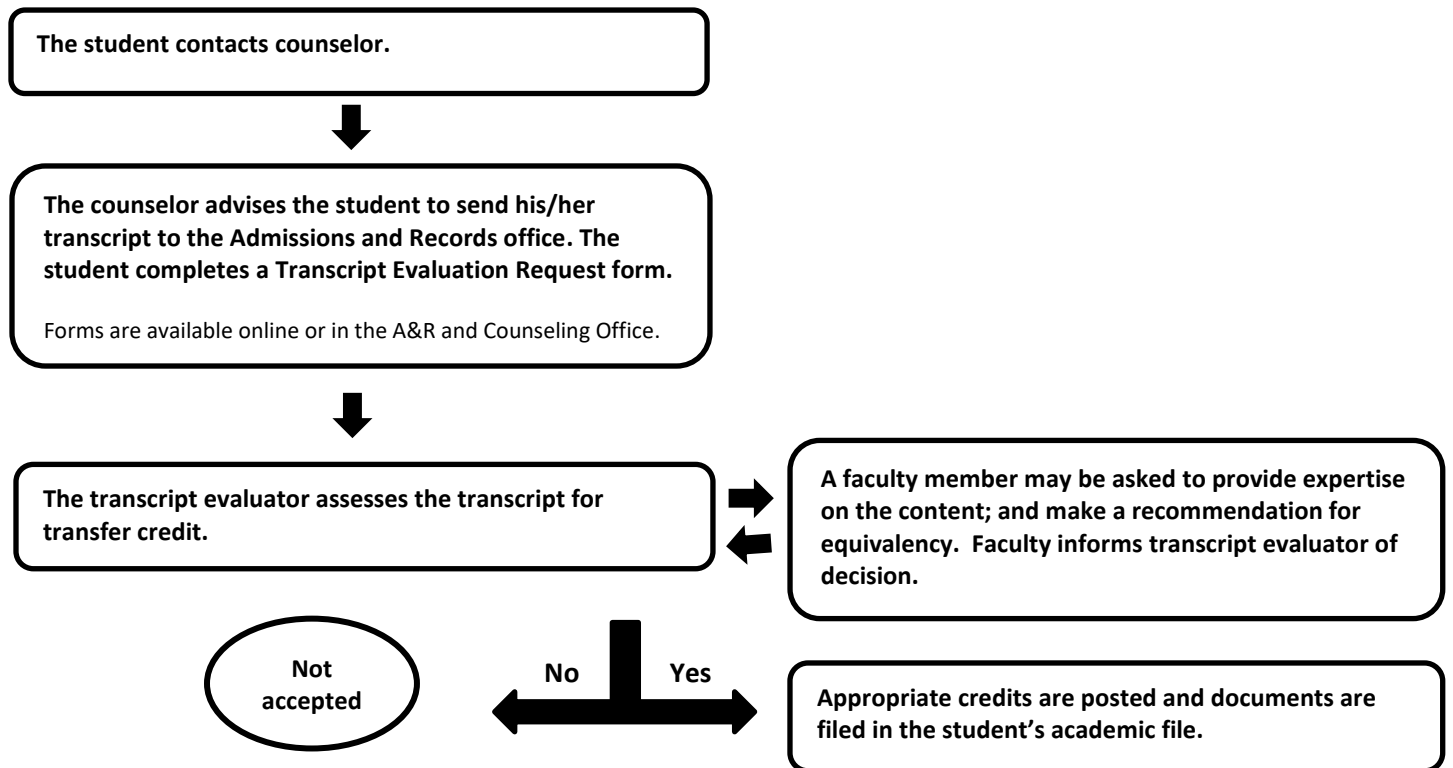
### **Procedures**

1. Student sees a counselor and the counselor advises the student to send his/her transcript to A&R and request a transcript evaluation. (See Page 29)
2. Students must complete a Transcript Evaluation Request Form before an evaluation can be made. In order for this process to continue, the student must:
  - designate Leeward CC as their home campus;
  - be currently enrolled in the UH system;
  - have previous or current enrollment at Leeward CC;
  - have no financial holds; OR
  - be graduating from Leeward CC in the current semester
3. Credits are evaluated toward the student's educational program. Only credits applicable toward requested associate degree/certificate requirements are listed on the evaluation. If more than one associate degree/certificate is desired, the student must request a transcript evaluation for each particular degree/certificate.
4. Transcript evaluator assesses the transcript for transfer credit. A faculty member is asked to provide expertise on the content, if needed; and make recommendations for equivalency. Faculty informs transcript evaluator of decision.
5. Appropriate credits are posted and documents are filed in the student's academic file.

### **Guidelines**

1. Official transcripts/certificates are needed for an official evaluation.
2. Only credits applicable toward requested associate degree/certificate requirements will be evaluated.
3. A maximum of 21 credits earned through non-collegiate sponsored education may be applied toward the Associate in Arts, Associate in Science, or Associate in Applied Science degree. 80% of the credits earned may be applied towards certificates.
4. Evaluation of non-collegiate institutional learning is for Leeward CC use only.
5. No fee is charged.

## NON-COLLEGIATE SPONSORED EDUCATION FLOWCHART



## **EQUIVALENCY EXAMINATIONS**

Standardized national exams such as Advanced Placement (AP) examinations (administered to high school students), from College Entrance Examination Board (CEEB) otherwise known as The College Board, CLEP, DSST (formerly DANTES) may be equated to equivalent Leeward courses.

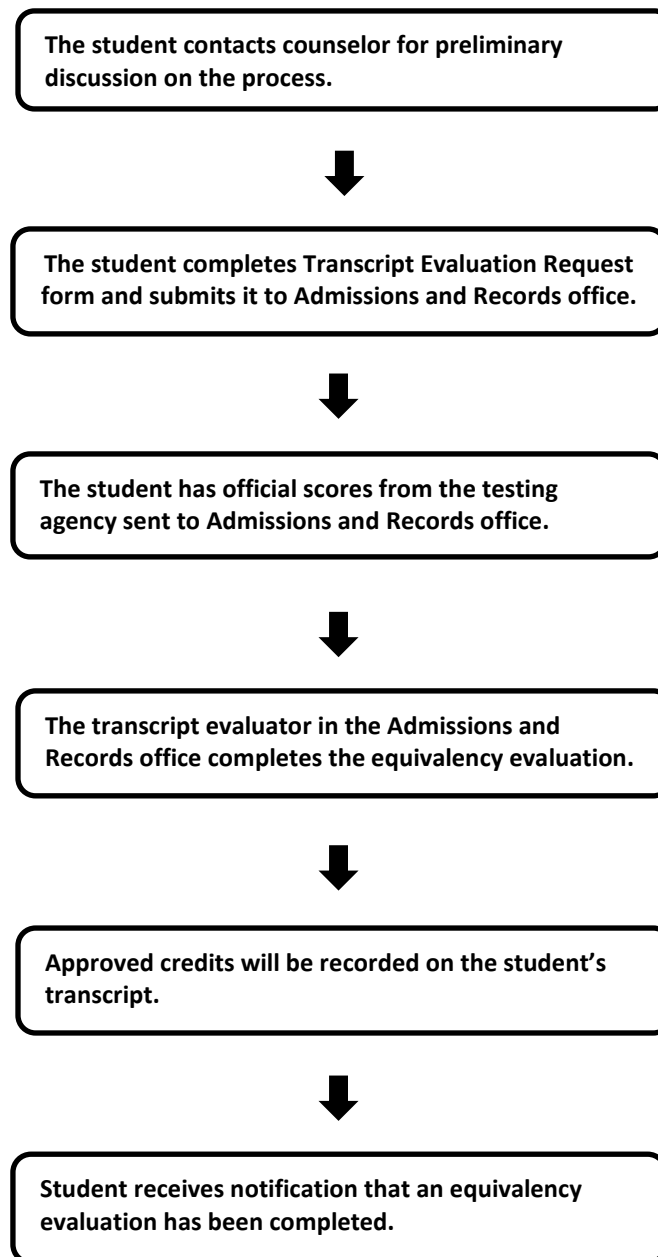
### **Procedures**

1. Student contacts counselor (CG) for preliminary discussion on the process.
2. Student completes Transcript Evaluation Request Form (see Page 18) and submits it to Office of Admissions and Records (A&R).
3. Student has official scores from the testing agency sent to A&R.
4. The transcript evaluator in A&R completes the equivalency evaluation. Science credit for lab may be determined by departmental review.
5. Approved credits will be recorded on the student's transcript.
6. Student receives notification that an equivalency evaluation has been completed.

### **Guidelines**

1. Official scores are required for an official evaluation. These are sent from the testing agency directly to Leeward CC Admission and Records Office.
2. Student must complete the transcript evaluation request form before an evaluation can be made. Students must be registered, tuition and fees paid, and have no financial obligations before a transcript evaluation will be processed.
3. Credits are evaluated toward the student's educational program. Only credits applicable toward the requested Leeward CC program will be recorded on the transcript.
4. Equivalency of exams to Leeward CC courses is reached using UH Mānoa cut-off score recommendations and Leeward CC faculty.

## EQUIVALENCY EXAMINATION FLOWCHART



# University of Hawai'i – Leeward Community College

## Transcript Evaluation Request Form

*This request is valid for one year from date of receipt.  
Submit this form only if you completed or enrolled in at least one Leeward CC class and the following:*

<input type="checkbox"/> My declared home institution is Leeward Community College	<b>OR</b>	<input type="checkbox"/> I need my transcripts evaluated to graduate <b>THIS</b> semester
<input type="checkbox"/> I am currently enrolled in the UH system and paid tuition		
<input type="checkbox"/> I have requested all transcripts listed below to be sent to Leeward CC		

Student ID Number or MyUH Username: \_\_\_\_\_

Name: \_\_\_\_\_ Previous Names: \_\_\_\_\_  
Last First M.I.

Telephone: \_\_\_\_\_ UH Email Address: \_\_\_\_\_

Address: \_\_\_\_\_  
Street Apt City State Zip Code

Have you previously had an evaluation done by Leeward CC?

☐ NO ☐ YES Year (approx): \_\_\_\_\_ Major: \_\_\_\_\_

Have you applied for Financial Aid and would like them to be notified when the evaluation is complete?

☐ NO ☐ YES

### OFFICIAL TRANSCRIPTS

- Official non-UH system transcripts, AP/CLEP exams, military transcripts, etc. must be sent directly from the originating college/institution to Leeward Community College's Admissions and Records Office. If a grade has changed *or* you are currently enrolled in courses that have not yet been graded, you *must submit a new Transcript Evaluation Request Form and official transcript* after the (new) grade(s) is recorded.
- If you previously attended a college/university in the University of Hawai'i system, official transcripts need not be requested.
- International transcripts** – Native language transcripts from other countries must be sent from originating college/institution. Transcripts from other countries must be in English or translated into English by the originating campus or the U.S. Consulate or a certified translator. Translated course descriptions may also be required. It is highly recommended that you request course descriptions along with the request for your academic transcript.

List transcripts that need to be evaluated (**evaluation will not begin** until all college transcripts listed below are received):

College/University (CLEP/AP exams, military)	Dates of Attendance (Mo/Yr)	City & State/Country
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____
_____	_____ to _____	_____

The degree/certificate that I plan to earn at Leeward Community College is:

<input type="checkbox"/> Associate in Arts	Major: _____	
<input type="checkbox"/> Associate in Applied Science	Major: _____	
<input type="checkbox"/> Associate in Science	Major: _____	Specialization: _____
<input type="checkbox"/> Certificate of Achievement	Major: _____	
<input type="checkbox"/> Academic Subject Certificate	Major: _____	
<input type="checkbox"/> Certificate of Competence	Major: _____	Specialization: _____

☐ For prerequisite purposes only. I do not plan to earn a degree/certificate from Leeward Community College.  
**Do not check this box if you are applying for financial aid or V.A. benefits.**

Once your evaluation is complete, you will be notified via your **UH e-mail address**. You can then view your transfer credits on your unofficial transcript via your MyUH. <https://myuh.hawaii.edu/cp/home/displaylogin>

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official Use Only	Completed on: _____	By: _____	Student Notified on: _____
	Entered on: _____	By: _____	FA Notified on: _____

## **CREDIT BY INSTITUTIONAL EXAM**

Students who feel competent that their background/learning experiences have adequately prepared them in certain subject areas may challenge the course by requesting to take a Leeward CC instructor-prepared examination.

### **Procedures**

1. Student contacts the appropriate Division Chair to inquire about the feasibility of taking a Credit by Institutional Exam (CBIE), formerly known as Credit by Examination. The Division Chair will refer the student to an appropriate faculty, if feasible.
2. The faculty member will meet with the student and decide if the student's learning has been adequate to challenge the examination. If student does not agree with a negative decision, he/she is encouraged to meet with the Division Chair to discuss alternatives.
3. Student and faculty schedule place, date, time, etc., to take the exam.
4. Prior to the administration of the exam, the Credit by Institutional Exam form (see Page 17) is completed and filed with the Division Chair. Division secretary will create an appropriate CRN.
5. Student will submit the CBIE form to A&R for review; pays appropriate fees at cashier's office, and returns form to A&R for course registration.
6. Faculty member administers examination to student.
7. If the student passes the exam (C or better), the faculty will enter a "CE" grade. If the student does not pass the exam (C or better), the faculty will enter a "NCE" grade. If the non-passing student selects to complete the course in a future semester, he/she will need to re-register and pay tuition and appropriate fees.

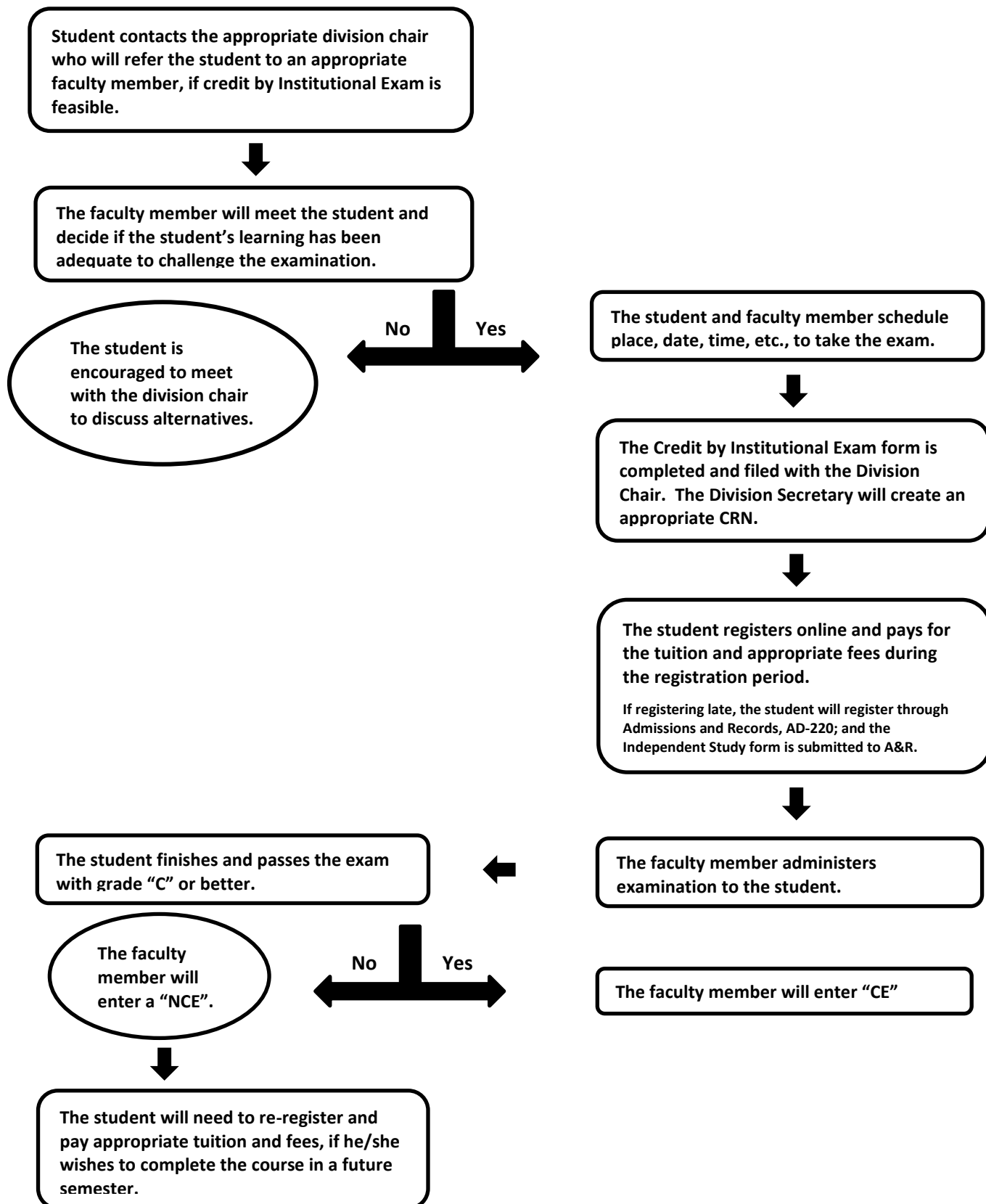
### **Guidelines**

3. Grade of "CE" or "NCE" will be recorded on the student's transcript.
4. Faculty member determines if student may/may not take CBIE.
5. Faculty participation in CBIE is entirely voluntary.
6. Tuition and appropriate fees will be charged to the student
7. CBIE may be attempted only once for a given course.

8. Credit for foreign languages may be earned through CBIE, including the native-tongue language of foreign students. Please see back language credits description on p. 2 and contact the Language Arts Department for a "Petition for Back Language Credits" form.
9. A faculty member may administer CBIE to groups of students simultaneously when appropriate. Such group testing may be announced to the student body prior to the examination time.
10. Divisions may devise and administer their own "divisional tests" when appropriate, i.e., for introductory courses, etc.
11. Student must be currently enrolled in at least one non Prior Learning Assessment Program (PLA) course at Leeward CC to be eligible for this credit option.
12. Faculty must enter the final grade by the semester grade-reporting deadline.



## CREDIT BY INSTITUTIONAL EXAM FLOWCHART





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**LEEWARD**  
 COMMUNITY COLLEGE

## Credit By Institutional Exam (CBIE) Request Form

### GUIDELINES

1. Students must be currently enrolled in at least one non-PLA course at Leeward Community College.
2. Faculty member determines if student may take CBIE and Faculty participation is entirely voluntary.
3. CBIE may be attempted only once for a given course.
4. Students must pay the appropriate CBIE fee prior to being registered for the course.
5. A grade of 'CE' will be recorded on the student's transcript if the student passes the exam with a 'C' or better; a grade of 'NCE' will be recorded on the student's transcript if the student does not pass the exam with a 'C' or better.

LeeCC Policy: See Current College Catalog at <http://www.leeward.hawaii.edu/catalog> and Leeward CC PLA Manual for addition information

### I. STUDENT INFORMATION *(to be completed by Student)*

UH ID/Username: \_\_\_\_\_ Student Name: \_\_\_\_\_  
 Last First M.I.

I request permission to obtain credit for (Course Alpha and Number): \_\_\_\_\_ Semester & Year: \_\_\_\_\_

I understand the impact earning or not earning credit will have on my academic plan and I understand that credit is not guaranteed. I further understand that this attempt to earn credit via CBIE will be recorded in my academic record and that it is my responsibility to ensure that all steps listed below are completed prior to the last day of instruction for the term.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### II. INSTRUCTOR AGREEMENT *(to be completed by Instructor)*

I have discussed the above request with the student and agree to give an examination for the course listed above in Part I. Credit and a 'CE' grade will be awarded for passing the examination with a grade of 'C' or better.

Instructor's Name: \_\_\_\_\_ Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### III. COURSE CREATION *(to be completed by Division)*

The following course has been created: CRN \_\_\_\_\_ Course Alpha \_\_\_\_\_ Course Number: \_\_\_\_\_ # of Credits: \_\_\_\_\_  
 Reminder: Tuition and Fee Waiver box must be checked in Banner (SSASECT) AND Department Restriction required if course created before end of Late Registration period.

Division Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### IV. REGISTRATION STATUS & RESIDENCY RATE CHECK *(to be completed by A&R)*

Student is enrolled in at least one non-PLA course at Leeward Community College: YES \_\_\_\_\_ NO\* \_\_\_\_\_  
 \* If 'No', student is not eligible to request CBIE

Student Residency Status (check one): Resident\*: \_\_\_\_\_ Non-Resident: \_\_\_\_\_ Pacific Islander\*\*: \_\_\_\_\_  
 \* Resident rate includes Non-Resident Exemptions \*\*Pacific Islander rate = 150% of resident tuition rate

A&R Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### V. CBIE PAYMENT *(to be completed by Cashier)*

This Student has been assessed and has paid the appropriate CBIE fee amount based on student's residency status for the current semester.

Fee Amount: \_\_\_\_\_ Cashier Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### VI. CBIE COURSE REGISTRATION *(to be completed by A&R)*

Tuition & Fee Waiver Box MUST be checked (SSASECT) for the course listed in Section III above. If not checked, must be corrected by Division before student can be enrolled in the course.

Student has been registered for the course as indicated in Section III above. SFAREGS Done: \_\_\_\_\_

A&R Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Original to A&R: Copy to Student (if requested)

LeeCC CBIE Request Form Updated: 01/2017

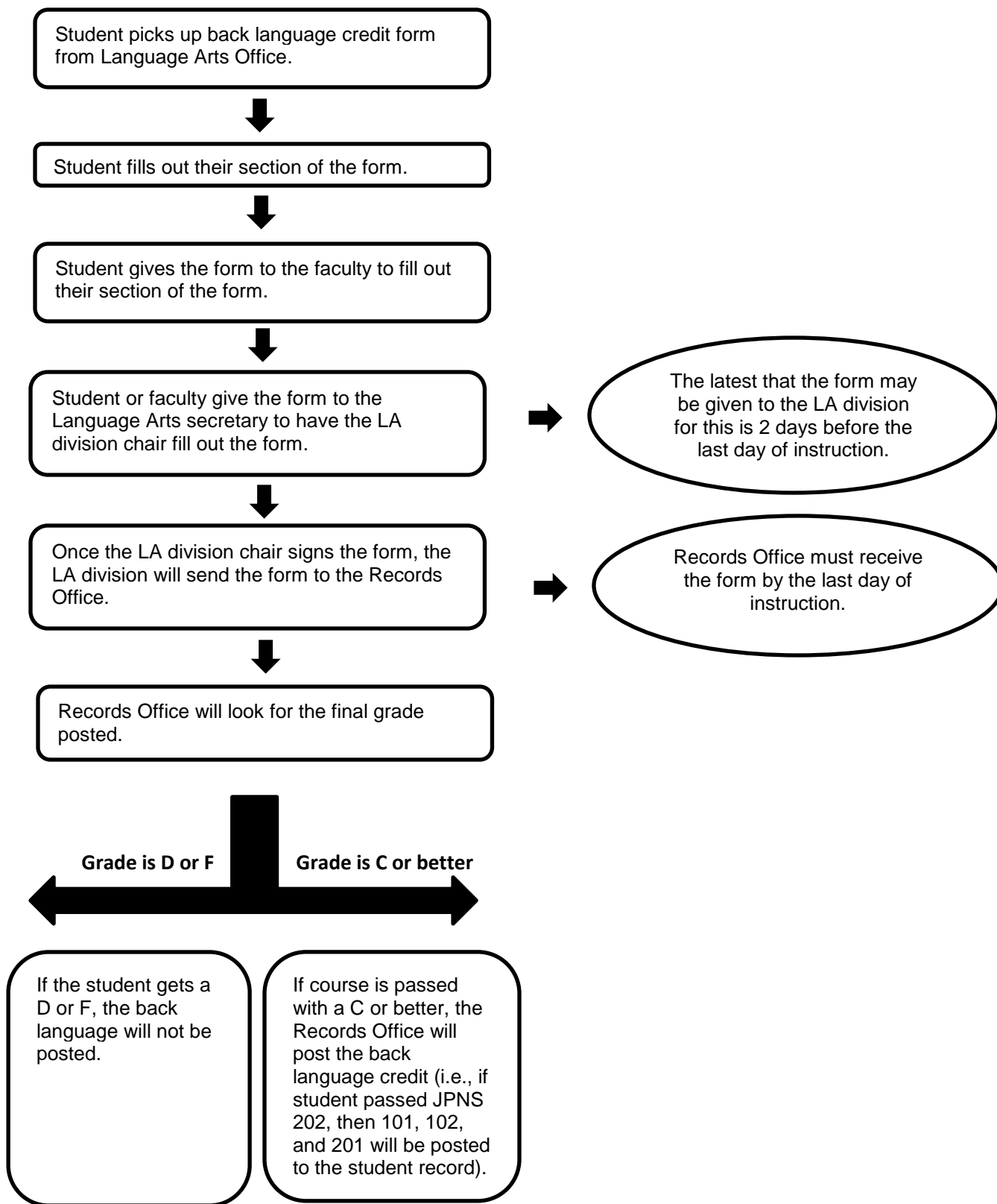
## **BACK LANGUAGE CREDIT**

Students placed above the 101 level in Hawaiian or foreign languages offered at Leeward CC, can receive, at no additional cost, credits for the courses they are exempted from upon completing the next course in the sequence with the grade of C or higher. Students whose level is above that of 202, including native speakers of the languages, can receive credits for the full course sequence provided they register for and pass the highest course (202) in the sequence with a grade of C or higher. These credits may be applicable to core/program requirements.

### **Procedures**

1. Student picks up back language credit form from Language Arts Division.
2. Student fills out their section of the form.
3. Student gives the form to the faculty to fill out their section of the form.
4. Student or faculty give the form to the LA secretary to have the LA division chair fill out the form. The latest that the form may be given to the LA division for this is 2 days before the last day of instruction.
5. Once the LA Department Chair signs the form, the LA division will send the form to Records.
6. Records Office must receive the form by the last day of instruction.
7. Records Office will look for the final grade posted. If course is passed with a C or better, the Records Office will post the back language credit (i.e., if student passed JPNS 202, then 101, 102, 201 will be posted to the student record). If the student gets an F or D, the back language credit will not be posted.

## BACK LANGUAGE CREDIT FLOWCHART



**LEEWARD COMMUNITY COLLEGE  
LANGUAGE ARTS DIVISION**

**PETITION FOR BACK LANGUAGE CREDITS**

*Effective Fall 2017*

"Students placed above the 101 level in Hawaiian or foreign languages offered at Leeward CC can receive, at no additional cost, credits for the courses they are exempted from upon completing the next course in the sequence with the grade of C or higher. Students whose level is above that of 202, including native speakers of the languages, can receive back credits for the full course sequence (101-202) upon completion of a special 3-credit 299 with a grade of C or higher."

**Note:** Students will need to register for the higher language class during the regular "add" period for the term. Students may submit this form to the Language Arts Division in LA-201 in the beginning of the semester and no later than two work days prior to the last day of instruction.

UH-Mānoa's College of Languages, Linguistics & Literature and the Hawaiʻi Nuiākea School of Hawaiian Knowledge regarding Hawaiian and foreign language back credit will accept a student's back language credit if the following conditions apply:

1. Back language credit(s) is only earned in one language
2. The student earned a grade of C or higher in the higher language class
3. Student did not start with 101
4. The student entered the UH system in 2001 or later

**Student Information (must be currently enrolled at Leeward CC):**

Name: \_\_\_\_\_ UH ID number: \_\_\_\_\_  
Last First MI

\_\_\_\_ I have completed the following course \_\_\_\_\_ during \_\_\_\_\_ (term) with a grade of \_\_\_\_\_. I therefore request that I be granted back credits for the following course(s) in this language sequence (check appropriate boxes): ☐ 101 ☐ 102 ☐ 201 ☐ 202

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

I approve the above petition to grant \_\_\_\_\_ credits for the following course(s):

Course alpha and number	# Credits

Instructor signature: \_\_\_\_\_ Date: \_\_\_\_\_

Division Chair signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **PORTFOLIO-BASED ASSESSMENT**

Portfolio-based Assessment evaluates college-level learning that occurs outside an educational institution, which is substantially equivalent to learning offered at Leeward Community College. Persons from organizations who were involved in the learning experience, i.e., supervisor, personnel staff, must provide evidence of the learning experience. This must be documented in writing with evidence of the concepts learned and the achievement level (C or above) attained.

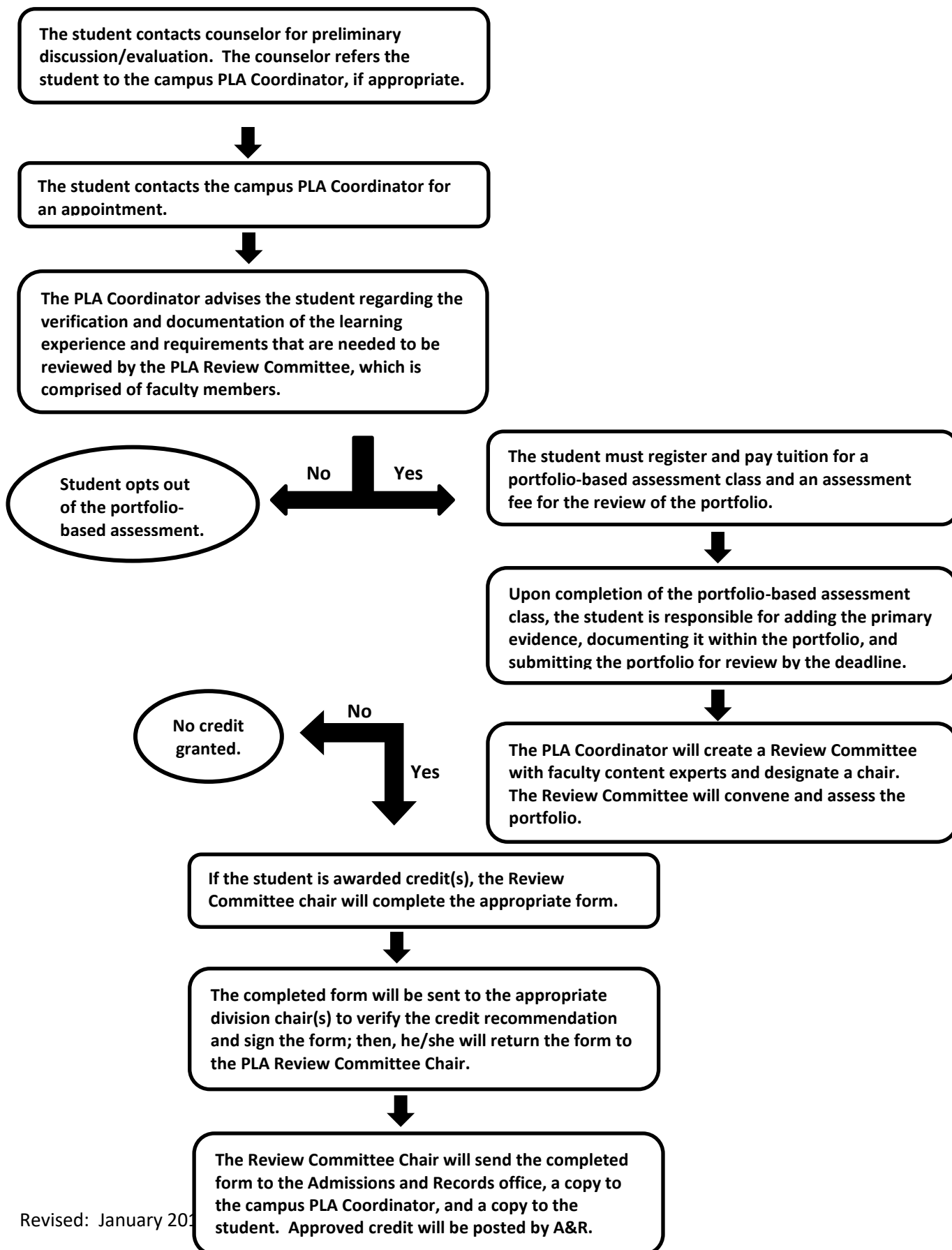
### **Procedure**

1. Student contacts a counselor (CG) for a preliminary discussion/evaluation.
2. The student contacts the campus PLA Coordinator.
3. The campus PLA Coordinator advises the student regarding verification and documentation of the learning experience; what documents, letters of work verification, etc., are needed for review by the PLA Faculty Review Committee.
4. Student registers online and pays for the tuition and appropriate fees for a portfolio-based assessment class in which the portfolio will be created. The instructor is responsible for submitting a grade for the class.
5. The student must pay an assessment fee for the review of the portfolio at the same time tuition is paid for the portfolio-based assessment class. The fees for this will review will be set by the UHCC PLA Committee.
6. The PLA Coordinator will create a Review Committee with faculty content experts and designate a chair. The Review Committee will convene and assess the portfolio. If credit is to be awarded, the Review Committee Chair will complete the UHCC PLA Credit Award Form. (See Page 24)
7. The completed form will be sent to the appropriate division chair(s) to verify the credit recommendation made by the Faculty Review Committee and signs the UHCC PLA Credit Award Form.
8. The chair of the Review Committee will send the completed form to Admissions and Records; and copies to the campus PLA Coordinator and student. Approved credits will be posted by A&R.

### **Guidelines**

1. Official documents, verification of work experience, etc., are needed for an official assessment.
2. Only credits applicable toward requested associate degree/certificate requirements will be evaluated.
3. Credit will be granted and posted to the student's transcript as a "PBA" grade.
4. The portfolio-based assessment fee will be determined by the UHCC PLA Committee; and the portfolio-based assessment class will be at current tuition and fees.

## PORTFOLIO-BASED ASSESSMENT FLOWCHART





Procedures:

1. Student **MUST** be enrolled in at least one credit course during the semester in which PLA credits are to be awarded.
2. This form is to be completed by the course/program assessor, division chair, and the PLA advisor.
3. Complete this form legibly and completely.
4. Mail or personally deliver this form to the Admissions and Records Office (forms will not be accepted from students).

Address:

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Mobile Phone: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Student Major: \_\_\_\_\_

Campus: ☐ Hawai'i CC ☐ Honolulu CC ☐ Kapi'olani CC ☐ Kaua'i CC ☐ Leeward CC ☐ Maui C ☐ Windward CC

Course Alphas & No.	MGT 121	Assessor's Printed Name	<b>Student Acknowledgement:</b> <i>(Please initial and accept each course for which you want credit)</i>
Course Title	Customer Service	Assessor's Signature	
Credits	3	Division Name	
Type of Assessment*	Portfolio	DC's Printed Name	
Date of Assessment	July 24, 2012	DC's Signature	

<b>Course 1</b>	<b>Student Acknowledgement:</b>	(Initials) <input type="checkbox"/> Accept	(Initials) <input type="checkbox"/> Reject
Course Alphas & No.		Assessor's Printed Name	
Course Title		Assessor's Signature	
Credits		Division Name	
Type of Assessment*		DC's Printed Name	
Date of Assessment		DC's Signature	
<b>Course 2</b>	<b>Student Acknowledgement:</b>	(Initials) <input type="checkbox"/> Accept	(Initials) <input type="checkbox"/> Reject
Course Alphas & No.		Assessor's Printed Name	
Course Title		Assessor's Signature	
Credits		Division Name	
Type of Assessment*		DC's Printed Name	
Date of Assessment		DC's Signature	
<b>Course 3</b>	<b>Student Acknowledgement:</b>	(Initials) <input type="checkbox"/> Accept	(Initials) <input type="checkbox"/> Reject
Course Alphas & No.		Assessor's Printed Name	
Course Title		Assessor's Signature	
Credits		Division Name	
Type of Assessment*		DC's Printed Name	
Date of Assessment		DC's Signature	
<b>Course 4</b>	<b>Student Acknowledgement:</b>	(Initials) <input type="checkbox"/> Accept	(Initials) <input type="checkbox"/> Reject
Course Alphas & No.		Assessor's Printed Name	
Course Title		Assessor's Signature	
Credits		Division Name	
Type of Assessment*		DC's Printed Name	
Date of Assessment		DC's Signature	

*Admissions and Records Office: Please record the above as institutional credits.*

Date: \_\_\_\_\_

PLA Advisor's Signature: \_\_\_\_\_

Copies to: ☐ Registrar ☐ Division or Department Chair ☐ Campus PLA Advisor ☐ UHCC PLA Coordinator

UHCC Prior Learning Assessment (PLA) Credit Award Form

*Draft Modified: 5 April 2013*

## INDEPENDENT STUDY

This credit option offers students an opportunity to design and complete individual course(s) of study in relation to their individual interests and academic needs. An appropriate faculty member and Division Chair must approve the independent study project. The student must be a current Leeward CC student.

### Procedures

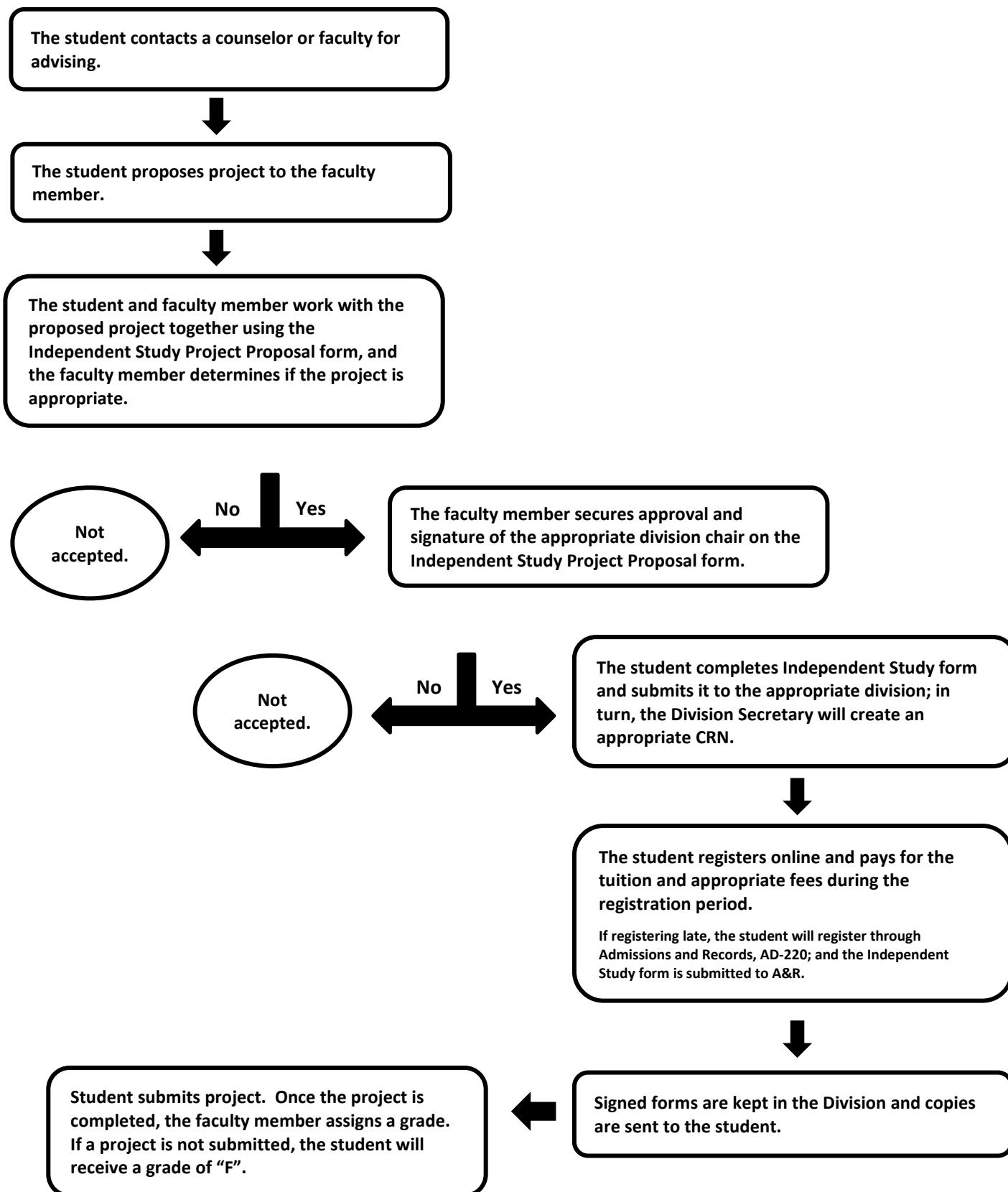
1. Student contacts a counselor for advising; or the student may go directly to a faculty member.
2. Student proposes independent study project to faculty member(s). This faculty member acts as a project advisor to guide and facilitate the student's learning.
3. Student and faculty member work together to plan and negotiate the composition of the independent study project using the Independent Study Project Proposal form. The faculty member will determine whether a project is appropriate. (See Pages 28-30)
4. Faculty member secures approval and signature of the appropriate Division Chair.
5. Student completes Independent Study form (see Pages 28-30) and submits it to the appropriate division. The Division Secretary will create an appropriate CRN.
6. The student registers online and pays for the tuition and appropriate fees during the registration period. If registering late, the student will register through Admissions and Records (A&R), AD-220, and the Independent Study form is submitted to A&R.
7. Signed forms should be housed in the Division and a copy sent to the student.
8. Student submits project. Once the project is completed, the faculty member assigns a grade. If a project is not submitted, the student will receive a grade of "F".

### Guidelines

1. Leeward Community College Student designs Independent Study Project at one of the following levels: 99, 199, or 299.
2. The Independent Study Project may take the form of self-directed reading, research, field experience, etc.
3. Student must be currently enrolled in at least one non-Prior Learning Assessment Program (PLA) course at Leeward CC to be eligible for Independent Study, unless it is the student's last semester toward a degree.
4. Thirty (30) to forty-five (45) research hours are equivalent to one (1) credit. The student may earn a maximum of six (6) credits per Independent Study Project.

5. Faculty member approves the student's proposed project.
6. Faculty member's participation is entirely voluntary.
7. Student must complete all requirements of the Independent Study Project by the end of the semester to receive credit.
8. Grade received will be computed into the student's GPA and appear on the student's transcript.
9. Tuition and/or fees are charged.
10. Faculty must enter the final grade by the semester grade-reporting deadline.

## INDEPENDENT STUDY FLOWCHART



**Leeward Community College**  
**INDEPENDENT STUDY FORM**

**STEP 1: APPLICATION** *(for student to complete)*

Student's Name \_\_\_\_\_ ID # \_\_\_\_\_  
(please print) Last First M.I.

I request permission to obtain credit for \_\_\_\_\_ ☐ 99 ☐ 199 ☐ 299 for \_\_\_\_\_ credits.  
(Discipline) (check one) (6 credit maximum)

I understand that whatever grade I receive will become part of my college record.

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 2: AGREEMENT** *(for Instructor/Project Advisor to complete)*

The above named student has been accepted into the Independent Study Project shown above. It is agreed that the grade for the project will be reported to the Admissions and Records Office at the end of the semester through normal grade reporting procedures.

Instructor/Proj. Advisor's signature \_\_\_\_\_ Date \_\_\_\_\_

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 3: COURSE CREATION** *(for Division to complete)*

The following course has been created \_\_\_\_\_  
CRN Course Alpha No.

Division signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 4: REGISTRATION** *(for Admissions and Records to complete)*

\_\_\_\_\_ has been registered for \_\_\_\_\_ units in \_\_\_\_\_  
(Student) (no. of sem. hrs.) Discipline Course No.

Admissions/Records signature \_\_\_\_\_ Date \_\_\_\_\_

**STEP 5. CASHIER**

\_\_\_\_\_ has paid tuition of \$ \_\_\_\_\_ for this course.  
(Student)

Cashier signature \_\_\_\_\_ Date \_\_\_\_\_

**Independent Study Project Proposal Form**

A. Student's Name \_\_\_\_\_  
LCC ID No. \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
e-mail address \_\_\_\_\_

**B. General Project Information**

1. \_\_\_\_\_ (99/199/299) \_\_\_\_\_  
Discipline Circle one # of Credits
2. Expected Title of the Project \_\_\_\_\_  
\_\_\_\_\_
3. Project to be completed and final report submitted no later than \_\_\_\_\_  
(Extension may be applied for subject to approval of project advisor. "N" grade will be assigned until project is completed)
4. Approximate time allocation: (total clock hours)
- |                               |            |               |
|-------------------------------|------------|---------------|
| a. Independent study/research | _____ hrs. |               |
| b. Lab:                       | _____ hrs. |               |
| c. Other:                     | _____ hrs. | Specify _____ |
| <b>Total</b>                  |            | _____ hrs.    |

C. An extension of \_\_\_\_\_ course.  
Course and Number  
If none exists, please justify. (Give reasons why the project should be accepted.)

D. Project Description (Prepare a brief statement of the nature and intent of the proposed project.)

E. Expected Project Outcomes (similar to course objectives):

F. Project Materials (list books, materials, experience, etc., to be used):

G. Method of Evaluation by the Advisor (basis of grading, etc.):

<u>Acceptance of I.S.P.:</u>	<u>Dates</u>	<u>Non-Acceptance of I.S.P.</u>	<u>Dates</u>	<u>Reason</u>
Student		Student		
Project Advisor		Project Advisor		
Division Chairperson/Dean		Division Chairperson/Dean		

*This request is valid for one year from date of receipt.*

*Submit this form only if you completed or enrolled in at least one Leeward CC class and the following:*

☐ My declared home institution is Leeward Community College      **OR**      ☐ I need my transcripts evaluated to graduate **THIS** semester

☐ I am currently enrolled in the UH system and paid tuition

☐ I have requested all transcripts listed below to be sent to Leeward CC

Student ID Number or MyUH Username:

Name: \_\_\_\_\_ Previous Names: \_\_\_\_\_  
Last First M.I.

Telephone: \_\_\_\_\_ UH Email Address: \_\_\_\_\_

Address: \_\_\_\_\_

Street	Apt	City	State	Zip Code

Have you previously had an evaluation done by Leeward CC?

☐ NO      ☐ YES      Year (approx): \_\_\_\_\_ Major: \_\_\_\_\_

Have you applied for Financial Aid and would like them to be notified when the evaluation is complete?

☐ NO ☐ YES

- Official non-UH system transcripts, AP/CLEP exams, military transcripts, etc. must be sent directly from the originating college/institution to Leeward Community College's Admissions and Records Office. If a grade has changed or you are currently enrolled in courses that have not yet been graded, you *must submit a new Transcript Evaluation Request Form and official transcript* after the (new) grade(s) is recorded.
- If you previously attended a college/university in the University of Hawai'i system, official transcripts need not be requested.
- **International transcripts** – Native language transcripts from other countries must be sent from originating college/institution. Transcripts from other countries must be in English or translated into English by the originating campus or the U.S. Consulate or a certified translator. Translated course descriptions may also be required. It is highly recommended that you request course descriptions along with the request for your academic transcript.

List transcripts that need to be evaluated (**evaluation will not begin** until all college transcripts listed below are received):

College/University (CLEP/AP exams, military)	Dates of Attendance (Mo/Yr)	City & State/Country
	to	
	to	
	to	
	to	
	to	

The degree/certificate that I plan to earn at Leeward Community College is:

<input type="checkbox"/> Associate in Arts	Major: _____	
<input type="checkbox"/> Associate in Applied Science	Major: _____	
<input type="checkbox"/> Associate in Science	Major: _____	Specialization: _____
<input type="checkbox"/> Certificate of Achievement	Major: _____	
<input type="checkbox"/> Academic Subject Certificate	Major: _____	
<input type="checkbox"/> Certificate of Competence	Major: _____	Specialization: _____

☐ For prerequisite purposes only. I do not plan to earn a degree/certificate from Leeward Community College.  
***Do not check this box if you are applying for financial aid or V.A. benefits.***

Once your evaluation is complete, you will be notified via your **UH e-mail address**. You can then view your transfer credits on your unofficial transcript via your MyUH. <https://myuh.hawaii.edu/cp/home/displaylogin>

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Official Use Only      Completed on: \_\_\_\_\_ By: \_\_\_\_\_      Student Notified on: \_\_\_\_\_  
Entered on: \_\_\_\_\_ By: \_\_\_\_\_      FA Notified on: \_\_\_\_\_



**TO:** Faculty Senate

**FROM:** Kay Ono, Faculty Senator, CCEP Ad Hoc Committee Chair

**DATE:** May 2, 2015

**SUBJECT:** CCEP Ad Hoc Committee Final Report  
Faculty Senate Meeting, May 6, 2015



The College Credit Equivalency Program (CCEP) Manual contains procedures and guidelines for its College Credit Equivalency Programs; and the CCEP Manual was originally created in 1976 and revised in 1978 and 1979. The Faculty Senate created the CCEP Ad Hoc Committee in the latter part of the Spring 2014 semester. Faculty Senate Chair Paul Lococo appointed Faculty Senator Kay Ono as the Ad Hoc Committee Chair. The Ad Hoc Committee and Chair were re-appointed in the 2014-2015 academic year by Faculty Senate Chair Momi Kamahale.

The dedicated committee members worked throughout the Fall 2014 semester to review the CCEP Manual; and reviewed the flowcharts and forms in the Spring 2015 semester. It was the Committee's decision to change the title to Prior Learning Assessment (PLA) Program to be aligned with the UHCC Policy on PLA. The Ad Hoc Committee presented its revised PLA Manual to the Faculty Senate on March 18, 2015; then held a Faculty Forum on April 6, 2015, for input and recommendations. Faculty were also provided with an online form to submit comments; and those comments were shared at the April 6 Faculty Forum. Simultaneously, the PLA Manual was distributed to the campus for review, as well as the UHCC Prior Learning Assessment (PLA) Committee. The Leeward CC administrators were also asked to submit comments; and the Chair thanks Laurie Lawrence, Interim Dean of Student Services for reviewing the Manual. In addition, the UHCC PLA Committee Representatives, Jeff Judd and Kay Ono, also reviewed the Manual.

The Ad Hoc Committee was vocal in its concern to change the recording of credits earned through the PLA portfolio process from CE to PBA. Some of the community colleges recommended creating a new key—PBA to represent credits earned through the portfolio process. Leeward CC's Ad Hoc Committee opposed this move; and requested a survey from all campus registrars, transcript evaluators, counselors, and UHCC PLA Committee members. There has been no further action on this subject. At this time, the Committee feels that the CE grade is in the best interest of our students; therefore, the revised Manual reflects the CE grade for portfolio-based credits.

The Ad Hoc Committee Chair commends the committee members for their dedication in completing their designated task prior to the end of the 2014-2015 academic year, their sense of responsibility, and their time and effort in updating the 1976 CCEP Manual. Mahalo to the Faculty Senate College Credit Equivalency (CCEP) Ad Hoc Committee Members.

Alicia Brown, Policy Analyst, OPPA  
Grant Helgeson, Registrar, Admissions and Records Office  
Candace Hochstein, Professor in Counseling, Student Services  
Janel Oshiro, Transcript Evaluator, Admissions and Records Office

The Chair would also like to thank the Business Division Secretary and student assistants for their help in researching the past and current forms and recreating the flowcharts and forms.

The Faculty Senate CCEP Ad Hoc Committee supports the approval of the Revised CCEP Manual, now known as the Manual of Policies and Procedures, Prior Learning Assessment (PLA) Program, Revised 2015. **(Note: The Faculty Senate approved the revised manual on May 6, 2015.)**

