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
Faculty Senate Agenda - Approval Vote, May 6, 2015

For further information, contact:

Counseling Office
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.
Leeard Community College (Leeward CC) believes that there are many ways to become "educated" in addition to traditional classroom course offerings; therefore, the College provides a number of options that allow students to demonstrate competencies they have gained through non-classroom learning experiences and to earn college credit for them. 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:

1. **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.

2. **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 Community College 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.

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’s standards, college credit may be granted. 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.
4. **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 faculty will decide if the learning experiences are eligible for credit through Leeward’s Prior Learning Assessment (PLA) Program.

5. **Non-collegiate Sponsored Education Credit** – Formal courses completed in non-collegiate settings may be equivalent to college credit. 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*.

6. **College Transfer Credit** – Courses completed at other postsecondary institutions, i.e., colleges and universities, with a grade of "D" or better may be transferable toward earning a Leeward Community College degree. Some Leeward CC programs may require a grade of "C" or better. An official transcript must be mailed directly to Leeward CC for consideration of credit.

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 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 an 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.

A maximum of 21-semester credit hours may be earned through non-traditional methods, i.e., Portfolio-based Assessment and Non-Collegiate courses, to be applied toward an Associate in Arts, Associate in Science, or Associate in Applied Science degree at Leeward Community College. Generally, such credits may not be used to meet the residency requirement that at least 12 credit hours toward a Leeward CC degree must be earned at Leeward Community College.

The Chancellor of Leeward Community College may waive the above provisions when he/she deems it appropriate to do so.
### Summary of Crediting Process

<table>
<thead>
<tr>
<th>PLA Program Options</th>
<th>Initial Leeward Contact Person (*)</th>
<th>Evaluators</th>
<th>Fees</th>
<th>Grades Awarded</th>
<th>Credit Recording (**)</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Independent Study</td>
<td>FA</td>
<td>FA</td>
<td>Tuition</td>
<td>A, B, C, D, F</td>
<td>TR, GPA</td>
</tr>
<tr>
<td>2. Credit by Institutional Exam</td>
<td>FA</td>
<td>FA</td>
<td>Tuition</td>
<td>CE, NCE</td>
<td>TR</td>
</tr>
<tr>
<td>3. Equivalency Exams (DSST, CLEP, AP)</td>
<td>CG</td>
<td>AR, CG</td>
<td>No</td>
<td>CE</td>
<td>TR</td>
</tr>
<tr>
<td>4. Portfolio-based Assessment (Portfolio)</td>
<td>FA, CG</td>
<td>FA, RC</td>
<td>Tuition &amp; Special Fee</td>
<td>CE</td>
<td>TR</td>
</tr>
<tr>
<td>5. Non-collegiate Sponsored Education (Military)</td>
<td>CG</td>
<td>FA, AR</td>
<td>No</td>
<td>CE</td>
<td>TR</td>
</tr>
<tr>
<td>6. College Transfer Credit from Other Colleges and Universities</td>
<td>CG, AR</td>
<td>FA, CG, AR</td>
<td>No</td>
<td>Grades earned at other institutions</td>
<td>TR</td>
</tr>
</tbody>
</table>

**KEY:**

**Evaluators/Contact Persons**

FA = Faculty Member at Leeward CC  
CG = Counselor  
AR = Admissions and Records Office at Leeward CC  
RC = Review Committee

**Grades/Credit Recording**

TR = Appears on the students' transcripts  
GPA = Grades are computed into the students' grade point average

* After picking up appropriate form in Admissions & Records or Counseling Offices.  
** Credit may not be accepted for transfer into some other colleges/universities.

Special Note: Leeward CC has other methods of awarding credit (e.g. back language credit); please see a counselor for information.
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 10-11)

4. Faculty member secures approval and signature of the appropriate Division Chair.

5. Student completes Independent Study form (see Pages 9) and submits it to the appropriate division. 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.

6. Signed forms should be housed in the Division and a copy sent to the student.

7. 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.

Revised: May 2015
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

The student contacts a counselor or faculty for advising.

The student proposes project to the faculty member.

The student and faculty member work with the proposed project together using the Independent Study Project Proposal form, and the faculty member determines if the project is appropriate.

The faculty member secures approval and signature of the appropriate division chair on the Independent Study Project Proposal form.

If Not accepted, the student contacts a counselor or faculty for advising.

If Not accepted, the 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”.

If accepted, the student completes Independent Study form and submits it to the appropriate division; in turn, the Division Secretary will create an appropriate CRN.

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, AD-220; and the Independent Study form is submitted to A&R.

Signed forms are kept in the Division and copies are sent to the student.

Revised: May 2015
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 [ ] 199 [ ] 299 for ______ credits.
(Discipline) (check one) (5 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. **Discipline**
   
   **(99/199/299)**
   
   **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

   **Total** _____ hrs.

C. **An extension of**
   
   **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.)

_revised: May 2015_
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.):

<table>
<thead>
<tr>
<th>Acceptance of I.S.P.</th>
<th>Dates</th>
<th>Non-Acceptance of I.S.P.</th>
<th>Dates</th>
<th>Reason</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student</td>
<td></td>
<td>Student</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Project Advisor</td>
<td></td>
<td>Project Advisor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Division Chairperson/Dean</td>
<td></td>
<td>Division Chairperson/Dean</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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 15) is completed and filed with the Division Chair. Division secretary will create an appropriate CRN.

5. 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 CBIE form is submitted to A&R.

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

1. Grade of “CE” or “NCE” will be recorded on the student’s transcript.

2. Faculty member determines if student may/may not take CBIE.

3. Faculty participation in CBIE is entirely voluntary.

4. Tuition and appropriate fees will be charged to the student.

5. CBIE may be attempted only once for a given course.

6. Credit for foreign languages may be earned through CBIE, including the native-tongue language of foreign students.

Revised: May 2015
7. 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.

8. Divisions may devise and administer their own "divisional tests" when appropriate, i.e., for introductory courses, etc.

9. 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.

10. Faculty must enter the final grade by the semester grade-reporting deadline.
Student contacts the appropriate division chair who will refer the student to an appropriate faculty member, if credit by Institutional Exam is feasible.

The faculty member will meet the student and decide if the student’s learning has been adequate to challenge the examination.

The student is encouraged to meet with the division chair to discuss alternatives.

No Yes

The student and faculty member schedule place, date, time, etc., to take the exam.

The Credit by Institutional Exam form is completed and filed with the Division Chair. The Division Secretary will create an appropriate CRN.

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, AD-220; and the Independent Study form is submitted to A&R.

The faculty member administers examination to the student.

No Yes

The faculty member will enter a “NCE”.

The student finishes and passes the exam with grade “C” or better.

The student will need to re-register and pay appropriate tuition and fees, if he/she wishes to complete the course in a future semester.

The faculty member will enter “CE”
Leeward Community College
Credit-By-Examination

Students are eligible for Credit-By-Examination only if they are currently enrolled in regular Leeward Community College credit courses.

STEP 1  APPLICATION (for student to complete)

Student’s Name ___________________________________________ ID # ____________________________
(please PRINT)  Last First M.I.

I request permission to obtain credit for (course alpha and number) ____________________________ by Credit-by-Examination. I understand that I may challenge the course only by this process and such attempt will be recorded in division files. I also understand that it is my responsibility to check the progress through Step 5.

Student’s Signature ___________________________________________ Date ____________________________

STEP 2  AGREEMENT (for Instructor to complete)

I have discussed the above request with the above student and agree to examine him/her for the course described in Step 1. Credit and a “CE” grade will be awarded for passing the examination with a “C” grade or higher.

Instructor’s Signature ___________________________________________ Date ____________________________

Date of Exam ___________________________ Time ___________________________ Location ___________________________

STEP 3  COURSE CREATION (for Division to complete)

The following course has been created

Division Signature ___________________________________________ Date ____________________________

CRN _____________ Course Alpha _____________ No. _____________

STEP 4  REGISTRATION VERIFICATION (for Admissions and Records Office to complete)

Student has been registered in this course and is enrolled for _____ credits at Leeward Community College.

Admissions and Records Signature ___________________________________________ Date ____________________________

STEP 5  CASHIER

__________________________ has paid tuition of $_________ for this course.

__________________________  Cashier Signature ___________________________________________ Date ____________________________

DEADLINE: LAST DAY OF CLASSES OF CURRENT SEMESTER

Rev. 08/02

Revised: May 2015
EQUIVALENCY EXAMINATION

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.

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.
The student contacts counselor for preliminary discussion on the process.

The student completes Transcript Evaluation Request form and submits it to Admissions and Records office.

The student has official scores from the testing agency sent to Admissions and Records office.

The transcript evaluator in the Admissions and Records office completes the equivalency evaluation.

Approved credits will be recorded on the student’s transcript.

Student receives notification that an equivalency evaluation has been completed.
# 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:

- [ ] My declared home institution is Leeward Community College
- [ ] I am currently enrolled in the UH system and paid tuition
- [ ] I have requested all transcripts listed below to be sent to Leeward CC

OR

- [ ] I need my transcripts evaluated to graduate THIS semester

**Student ID Number or MyUH Username:**

**Name:**

- [ ] Last
- [ ] First
- [ ] M.I.
- [ ] Previous Names:

**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):*

<table>
<thead>
<tr>
<th>College/University (CLEP/AP exams, military)</th>
<th>Dates of Attendance (Mo/Yr)</th>
<th>City &amp; State/Country</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

- [ ] Associate in Arts
- [ ] Associate in Applied Science
- [ ] Associate in Science
- [ ] Certificate of Achievement
- [ ] Academic Subject Certificate
- [ ] Certificate of Competence

- [ ] 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](https://myuh.hawaii.edu/cp/home/displaylogin)

**Student’s Signature:**

**Date:**

**Student Notified on:**

**FA Notified on:**

**Completed on:**

**Entered on:**

**Official Use Only**

**REV 09/15**

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**Revised:** May 2015
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 22)

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 “CE” 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

The student contacts counselor for preliminary discussion/evaluation. The counselor refers the student to the campus PLA Coordinator, if appropriate.

The student contacts the campus PLA Coordinator for an appointment.

The PLA Coordinator advises the student regarding the verification and documentation of the learning experience and requirements that are needed to be reviewed by the PLA Review Committee, which is comprised of faculty members.

Student opts out of the portfolio-based assessment. No ➔ Yes

The student must register and pay tuition for a portfolio-based assessment class and an assessment fee for the review of the portfolio.

Upon completion of the portfolio-based assessment class, the student is responsible for adding the primary evidence, documenting it within the portfolio, and submitting the portfolio for review by the deadline.

No credit granted. No ➔ Yes

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 the student is awarded credit(s), the Review Committee chair will complete the appropriate form.

The completed form will be sent to the appropriate division chair(s) to verify the credit recommendation and sign the form; then, he/she will return the form to the PLA Review Committee Chair.

The Review Committee Chair will send the completed form to the Admissions and Records office, a copy to the campus PLA Coordinator, and a copy to the student. Approved credit will be posted by A&R.

Revised: May 2015
# University of Hawai‘i Community Colleges

## Prior Learning Assessment (PLA) Credit Award Form

**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).

<table>
<thead>
<tr>
<th>Student's Name:</th>
<th>Last Name</th>
<th>First</th>
<th>M.I.</th>
<th>UH Student ID No.</th>
<th>Address:</th>
</tr>
</thead>
<tbody>
<tr>
<td>City:</td>
<td>State:</td>
<td>ZIP Code:</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home Phone:</td>
<td>Mobile Phone:</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-mail Address:</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Student Major:</td>
<td></td>
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</tr>
</tbody>
</table>

**Campus:**
- Hawai‘i CC
- Honolulu CC
- Kapiolani CC
- Kaua‘i CC
- Leeward CC
- Maui CC
- Windward CC

<table>
<thead>
<tr>
<th>Course Alphas &amp; No.</th>
<th>MG1 121</th>
<th>Assessor's Printed Name</th>
<th>Assessor's Signature</th>
<th>Student Acknowledgement: (Please initial and accept each course for which you want credit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td>Customer Service</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Credits:</td>
<td>3</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Type of Assessment*:</td>
<td>Portfolio</td>
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</tr>
<tr>
<td>Date of Assessment:</td>
<td>July 24, 2012</td>
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</table>

**Course 1**

<table>
<thead>
<tr>
<th>Course Alphas &amp; No.</th>
<th>Assessor's Printed Name</th>
<th>Assessor's Signature</th>
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</thead>
<tbody>
<tr>
<td>Course Title:</td>
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<tr>
<td>Credits:</td>
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<td></td>
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<tr>
<td>Type of Assessment*:</td>
<td></td>
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<tr>
<td>Date of Assessment:</td>
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</tr>
</tbody>
</table>

**Course 2**

<table>
<thead>
<tr>
<th>Course Alphas &amp; No.</th>
<th>Assessor's Printed Name</th>
<th>Assessor's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
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<tr>
<td>Credits:</td>
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<tr>
<td>Type of Assessment*:</td>
<td></td>
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<tr>
<td>Date of Assessment:</td>
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</tr>
</tbody>
</table>

**Course 3**

<table>
<thead>
<tr>
<th>Course Alphas &amp; No.</th>
<th>Assessor's Printed Name</th>
<th>Assessor's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td></td>
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</tr>
<tr>
<td>Credits:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Type of Assessment*:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Assessment:</td>
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<td></td>
</tr>
</tbody>
</table>

**Course 4**

<table>
<thead>
<tr>
<th>Course Alphas &amp; No.</th>
<th>Assessor's Printed Name</th>
<th>Assessor's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Title:</td>
<td></td>
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</tr>
<tr>
<td>Credits:</td>
<td></td>
<td></td>
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<tr>
<td>Type of Assessment*:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Assessment:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

**PLA Advisor’s Signature:**

Date:

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

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*UHCC Prior Learning Assessment (PLA) Credit Award Form*

Draft Modified: 5_April_2013

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Revised: May 2015
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 25)

2. 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.

3. 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-traditional methods may be applied toward the Associate in Arts, Associate in Science, or Associate in Applied Science degree.

4. Evaluation of non-collegiate institutional learning is for Leeward CC use only.

5. No fee is charged.
The student contacts counselor.

The counselor advises the student to send his/her transcript to the Admissions and Records office and request a transcript evaluation.

The transcript evaluator assesses the transcript for transfer credit.

A faculty member maybe asked to provide expertise on the content; and make a recommendation for equivalency. Faculty informs transcript evaluator of decision.

Not accepted

No

Not accepted

Yes

Appropriate credits are posted and documents are filed in the student’s academic file.
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:

- My declared home institution is Leeward Community College
- I am currently enrolled in the UH system and paid tuition
- I have requested all transcripts listed below to be sent to Leeward CC

OR

- I need my transcripts evaluated to graduate THIS semester

Student ID Number or MyUH Username:

Name: ___________________________ ___________________________ Previous Names: ___________________________

Last First M.I.

Telephone: ___________________________

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 transcripts 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):

<table>
<thead>
<tr>
<th>College/University (CLEP/AP exams, military)</th>
<th>Dates of Attendance (Mo/Yr)</th>
<th>City &amp; State/Country</th>
</tr>
</thead>
<tbody>
<tr>
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</tr>
</tbody>
</table>

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

- Associate in Arts  Major: ___________________________
- Associate in Applied Science  Major: ___________________________
- Associate in Science  Major: ___________________________
- Certificate of Achievement  Major: ___________________________
- Academic Subject Certificate  Major: ___________________________
- 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: ___________________________

REV 05/15

Revised: May 2015
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 maybe 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.

Revised: May 2015
2. Student must complete a Transcript Evaluation Request Form before an evaluation can be made. In order for this process to continue, the student must be enrolled at Leeward CC and have no financial holds.

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. Students can be granted only the number of credits per course, which they earned at the other institution.

6. Leeward CC does not accept transfer credits from non-regional accredited institutions.

7. 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.

8. Credit will be applicable only toward Leeward Community College programs.

9. No fee is charged.
COLLEGE TRANSFER CREDIT FLOWCHART

The student requests other post-secondary institutions to mail official transcripts to Admissions and Records office.

The student completes Transcript Evaluation Request form. Forms are available online or in the A&R and Counseling Office.

The student turns in completed request form to the Admissions and Records office (AD 220). Evaluation is conducted.

The Admissions and Records staff matches student’s request form to incoming transcript(s).

A faculty member may be asked to provide expertise on the content; and make a recommendation(s) for equivalency.

Approved credits will be posted on the student’s permanent record.

Student receives notification that the transcript evaluation has been completed.

Not approved

No

Yes

Revised: May 2015
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:

☐ My declared home institution is Leeward Community College
☐ I am currently enrolled in the UH system and paid tuition
☐ I have requested all transcripts listed below to be sent to Leeward CC
☐ OR I need my transcripts evaluated to graduate THIS semester

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


The degree/certificate that I plan to earn at Leeward Community College is:
☐ Associate in Arts Major: ____________________________
☐ Associate in Applied Science Major: ____________________________
☐ Associate in Science Major: ____________________________ Specialization: ____________________________
☐ Certificate of Achievement Major: ____________________________
☐ Academic Subject Certificate Major: ____________________________
☐ 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 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: ____________________________

REV 05/15

Revised: May 2015
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 Kamahele.

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.)