Applies to: All degree or certificate seeking students

Responsible Office   Academic Affairs

POLICY STATEMENT

Central Ohio Technical College (COTC) may grant credit for learning which has taken place in a variety of ways other than in the traditional classroom. Prior Learning Assessment (PLA) is awarded for college-level learning that occurs through various experiences. In order to be deemed course credit-worthy, the experience(s) must demonstrate that the student has met all of the course competencies identified in the Standardized Course Syllabus for the course in question.

Purpose of the Policy

To define the various types of prior learning that may qualify for credit at COTC and to outline the process students may use for earning non-traditional college credit.

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Definitions

Term	Definition
Credit Equivalency for Training	In a number of disciplines and technical fields, specific training is offered that assists practitioners and career employees to upgrade, enhance, or earn certification in particular areas.
Portfolio	A collection of documented evidence demonstrating a student's skills and knowledge. This evidence is relevant to a specific course for which the student is requesting credit for prior learning and/or experience.
Proficiency	A demonstration of competencies developed through previous education, life experience, or self-study.

Policy Details

I. A minimum number of credits must be attained from Central Ohio Technical College (COTC). NOTE: A student should consult program requirements to see if he/she will need to fulfill specific programmatic course requirements regardless of the successful transfer of their credits from another college to COTC.
   A. For an Associate degree or an approved Ohio Department of Higher Education one-year certificate program, no more than 75 percent of the credits required for the degree or certificate will be accepted through transfer and non-traditional credit options combined.
   B. For technical courses leading to an Associate of Applied Business degree or an Associate of Applied Science degree or an approved Ohio Department of Higher Education one-year certificate, no more than 75 percent of the credits required for the degree or certificate will be accepted through transfer and non-traditional credit options combined.
   C. For an Associate of Technical Studies degree, a minimum of 25 percent of the credits required for the degree must be completed at COTC.
II. PLA credit may only be awarded once the student has been admitted to COTC.

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III. PLA credit will only be awarded once the student has declared a plan of study. Changing plans of study will result in the reassessment of the applicability of the PLA credit. Credit will only be awarded for courses required in the declared plan of study.

IV. PLA credit will only be awarded for college level courses, not pre-college courses.

V. All work evaluated for consideration of PLA credit must meet or exceed "C" (2.00) level work as defined by the respective course syllabi.

VI. PLA credit is specifically noted on the transcript based on the method earned. PLA credit is considered as transfer/non-traditional coursework and not institutional coursework.

VII. PLA credit is not calculated into the student's GPA.

VIII. PLA credits are not included towards credit hours per semester for the purpose of financial aid, veteran's benefits, or any other purpose centered on total hours of enrollment for a given semester.

IX. A fee of $75 for each course will be assessed for portfolio review and proficiency examinations.

X. PLA credit may be earned through various methods:

A. Transfer Credit

1. The evaluation to award transfer credit is a multifactorial process. It is driven by an assessment of the institutional source and educational quality of the course as evidenced by the regional or national accreditation held by the originating institution.

2. Technical credit that is older than ten years is not eligible for transfer credit.

3. COTC's transfer credit policy is consistent with the Ohio Articulation and Transfer Policy of the Ohio Department of Higher Education. The statewide policy is designed to facilitate the transfer of students and credits from one college or university to another, assure maximum utilization of prior learning, and encourage students to advance as far through the educational system as they can in pursuit of their goals.

4. COTC will evaluate and award credit for all successfully completed college course work at post-secondary institutions (e.g. colleges, universities, community/junior colleges, technical colleges/institutes) holding accreditation or official candidacy status with regional or national accredition.

5. COTC recognizes the American Council on Education (ACE) credit recommendations for transfer credit and may use the recommendations as part of the transfer credit review..

6. Basic and general college level course work (e.g. non-remedial, non-technical) successfully completed at post-secondary institutions holding regional, national and/or professional accreditation from an association recognized by the Council for Higher Education Accreditation (CHEA) is also eligible for evaluation and transfer credit will be awarded based on the nature, level, content and comparability of the course.

7. Course work offered at collegiate institutions that do not hold regional or national accreditation by a recognized body is not eligible for evaluation and the award of transfer credit.

8. Students who wish to receive transfer credit from a national accreditation institution may be required to submit a course syllabi for transfer credit review.

B. Military Transfer Credit

1. In accordance with State of Ohio legislative law (R.C. 3345.424), COTC does not charge a student who is a veteran or a service member any fee for the evaluation of, transcription of, or application for college credit for military experience.

2. COTC utilizes and follows the American Council on Education (ACE) credit recommendations for formal courses and occupations offered by all branches of the military. These credit recommendations appear on the service member's Joint Services Transcript (JST).

3. COTC will ensure that appropriate equivalent credit is awarded for military training, experience, and coursework that meet the baseline standards and procedures according to the Ohio Revised Code 3333.164. Technical military credit that is older than 10 years is not eligible for transfer credit.

4. COTC's Nursing program recognizes the education and skills training of students who have experience in the United States armed forces, the National Guard or in a reserve component. In accordance with

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college policy, students must submit an official transcript or certificate of completion or a veterans DD 214 form of their military education for evaluation by the Gateway.

5. To request credit specifically for NURS courses, the student must provide a course syllabus and/or course description to the nursing department for evaluation. Credit will be awarded to the student for any of the military education or skills training which is substantially similar to the associate degree in Nursing curriculum.

C. Institutional Proficiency Examinations
   1. Proficiency examinations allow students the opportunity to earn COTC course credit by demonstrating competencies developed through previous education, life experience, or self-study. The decision as to whether or not a particular course is eligible for proficiency is made by the faculty in the department offering the course in consultation with the Office of Academic Affairs.

CI. National Standardized Placement Tests
   1. Upon receiving a satisfactory predetermined score, college credit will be awarded.
      a. College Board Advanced Placement (AP) - The College Board Advanced Placement (AP) credit is based upon examination scores following completion of high school advanced placement courses. Visit the Ohio Department of Higher Education website for COTC Advanced Placement Credit Awards: https://reports-cems.transfercredit.ohio.gov/ap/8?16123214443438::NO:8::
      b. CLEP Exams – CLEP exams are developed by the College Board to measure college proficiency in a variety of subjects. ***Credit is only awarded for students who meet or exceed the minimum score for their CLEP Exam as listed in the current CLEP Credit Table for the courses listed.*** Contact the Office of Student Records if you have successfully taken a CLEP examination and wish to receive credit for the appropriate course. COTC requires an official score report sent directly from The College Board.
      c. International Baccalaureate (IB) Exams – IB exams are taken upon completion of a student's participation at an IB program at their high school. COTC requires an official score report sent directly from the student's high school or from the International Baccalaureate Organization (IBO). Visit the International Baccalaureate website for information on how to transfer an IB diploma at: https://www.ibo.org/ COTC only awards credit for IB scores of 4 or higher that are achieved in the "Higher Level (HL)" programs and approved by the Department. No credit is awarded for "Standard Level (SL)" scores. Credit guidelines appear below.

CII. Portfolio Assessment
   1. In order to be deemed course credit-worthy, the portfolio's contents must demonstrate that the student has met all of the course competencies identified in the Standardized Course Syllabus for the course in question.

CIII. Faculty-Evaluated Industry and Workplace Credit: One-Year Option
   1. Persons holding recognized industry certifications and/or graduates from Ohio Technical Centers' 600 or greater hour programs are eligible for consideration of college credit.

PROCEDURE

I. Evaluation and Award of Transfer and Military Credit
   A. A student may receive transfer credit for courses taken at another regionally or national accredited college or from international colleges and universities. To have such courses considered for transfer credit, the student must apply to the college and submit an official college transcript from each college for which transfer credit is being requested. For international colleges and universities, an evaluation report of her/his transcripted college-level studies from a professional credential evaluation company that is a member of the National Association of Credential Evaluation Services (NACES) must also be submitted. Companies that have memberships in NACES can be found on the NACES web site at http://www.naces.org.

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B. The evaluation and award of transfer credit for course work originating at U.S. institutions will be based on official transcripts. To be eligible for evaluation, course work must appear on an official transcript from the institution that offered the course work and initially conferred the credit in question.

C. Acceptance of transfer credit may require additional requirements depending on the program of study.

D. The Assistant Registrar will confirm the transcript is official, review the transcript for equivalent content and credit, consult program faculty where needed, notify the student of transfer credit awarded, and post official awarding of transfer credit to the student's transcript, where applicable. Transfer credit appears as "K" on COTC transcripts and is not used in computing COTC cumulative averages.

E. Any student challenging the transfer credit he/she was awarded must complete the Transfer Credit Appeal form, available through The Gateway or myCOTC, and submit it to the Gateway Records Office, along with supporting documentation, within 90 days of receipt of the statement of transfer credit applicability.

F. The Assistant Registrar will review the appeal and make a decision based on the supporting documents provided or forward to an appropriate faculty member for review. If a faculty member reviews the documents, s/he will make a recommendation to the Office of Academic Affairs.

G. The Academic Dean will review the recommendation of the faculty and make a decision on the transfer credit appeal.

H. The Gateway Records Office will respond to the student's appeal in writing within 30 days of receipt of the appeal.

I. The student can appeal this decision, in writing, to the Assistant Registrar. The letter and any supportive documentation will be directed to the Academic Dean for review. Consultation may occur with the program faculty prior to a decision being made on the transfer credit appeal. Once the decision is made by the Academic Dean, the documentation will be sent back to the Assistant Registrar for notification to the student regarding the final decision of the transfer credit appeal.

Responsibilities For Transfer & Military Credit

Position or Office	Responsibilities
Student	1. Apply to college. 2. Submit official transcript from previous college(s) to the Gateway Records Office 3. If decision of transfer credit is not accepted, the student can appeal by completing and submitting Transfer Credit Appeal form along with any supporting documentation to the Gateway Records Office within ninety (90) days of receipt of the statement of transfer credit applicability. 4. Accept appeal decision of transfer credit, if decision not accepted, the student has the right to appeal. Student submits appeal in writing to Assistant Registrar along with any supporting documentation
Assistant Registrar	1. Confirm transcript is official. 2. Review transcript for equivalent content and credit and consults program faculty where needed 3. Post official awarding of transfer credit to student transcript. 4. Notify student of transfer credit awarded. 5. Respond to student appeals within thirty (30) days of receipt of appeal. 6. Review appeal request and make decision based on supporting documents OR forward to appropriate faculty for review. 7. Submit appeal to Academic Dean for review 8. Respond with a decision to student's appeal, in writing, within thirty (30) days of receipt of the appeal 9. Notify student of decision regarding transfer credit appeal. 10. If student appeals again, submit appeal to the Provost for final review. 11. Notify student of final decision regarding transfer credit appeal.
Faculty	1. Review appeal documents. 2. Make recommendation to Academic Affairs.
Academic Dean	1. Review recommendation of faculty. 2. Make decision on transfer credit appeal. 3. Submit documentation to Assistant Registrar.

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Position or Office	Responsibilities
Provost	1. Review appeal documentation. 2. Consult with faculty regarding recommendation. 3. Make decision on transfer credit appeal. 4. Submit documentation to Assistant Registrar.

II. Evaluation and Award of Institutional Proficiency Examination Credit
   A. The evaluation and award of an Institutional Proficiency Examination is only available for courses in which a proficiency examination is available. A student wishing to inquire information about proficiency examinations can contact the Academic Dean who can direct the student if a proficiency examination is available for the course. If the student is interested in receiving credit for a proficiency examination the student must submit an application for proficiency examination to the Academic Dean and pay the $75 fee to Fees and Deposits. All work evaluated for consideration of proficiency examination credit must meet or exceed "C" (2.00) level work as defined by the respective course syllabi.
   B. The Academic Dean will work with the student to complete the proficiency examination and then a faculty member will grade the student's proficiency examination.
   C. The Academic Dean will forward the results of the proficiency examination to the Gateway Records office who will notify the student of the examination results and post the credit of examination when applicable.

Responsibilities for Institutional Proficiency Examinations Process

Position or Office	Responsibilities
Student	1. Apply to college. 2. Submit request for proficiency examination for specific course to the Academic Dean. 3. Submit $75 fee to Fees and Deposits, if interested in sitting for proficiency examination. 4. Coordinate taking of examination through Office of Academic Affairs. 5. Completes proficiency examination.
Academic Dean	1. Determine if proficiency examination is available for requested course. 2. Notifies student of proficiency examination requirements. 3. Notifies Gateway Records Office of results of student's proficiency examination.
Faculty	1. Grade proficiency examination. 2. Notify Academic Dean of results of examination.
Gateway Records	1. Notify student of examination results. 2. Post proficiency examination credit on student transcript, if applicable.

III. National Standardized Placement Test Process
   A. Students interested in receiving credit for a National Standardized Test must submit an official test results from the testing agency to the COTC Gateway Records Office.
   B. The Assistant Registrar will confirm the student's test score; if applicable, post official awarding of credit to the student's transcript, and notify the student of the results.
   C. Credit is only awarded for students who meet or exceed the minimum score for their CLEP Exam or IB EXAM as listed in the current CLEP/IB Credit Table in the Resources section.

Responsibilities for National Standardized Placement Tests Process

Position or Office	Responsibilities
Student	1. Apply to college. 2. Submit official test results from agency to the COTC Gateway Records Office.
Assistant Registrar	1. Confirm official test results.

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Position or Office	Responsibilities
	2. Post official awarding of credit to student's transcript.
	3. Notify student of credit awarded.

IV. Portfolio Assessment Review Process
   A. Students interested in receiving portfolio credit should contact their academic advisor who will work with the student to identify any prior learning opportunities. If learning opportunities are identified the advisor should direct the student to the appropriate Academic Dean or Director overseeing the area for which the course credit is being sought in order to discuss the specific details of the portfolio.
   B. The student will be provided a Credit for Prior Learning form, a copy of the Standardized Course Syllabus for the course, the Rubric for Portfolio-Based Assessment, and student expectations for Portfolio-Based Assessment.
   C. The Academic Dean will appoint a faculty member who is subject-matter expert in the discipline pertaining to the course who will advise the student regarding the preparation of the portfolio.
   D. Prior to having the portfolio evaluated, the student must pay a non-refundable fee to the Office of Fees and Deposits.
   E. The faculty member assigned will complete the review within two (2) weeks of having received the student's portfolio. The faculty member will prepare a written evaluation for the Academic Dean/ Director and the student explaining whether or not the portfolio's contents provide the evidence that the student has already met the goals and objectives of the Standardized Course Syllabus for the course.
   F. The Academic Dean will review the faculty member's written evaluation and will determine whether or not the student should be granted credit for the course in question and will inform COTC Gateway of the decision.
   G. Gateway personnel will inform the student of the final decision and post academic credit, if applicable.

Responsibilities for Portfolio Assessment Process

Position or Office	Responsibilities
Student	1. Apply to college.
	2. Meet with advisor to discuss and to identify any prior learning opportunities.
	3. Meet with Academic/Dean director to discuss credit for prior learning
	4. Submits $75 fee, if interested in applying for credit for prior learning to Fees and Deposits
	5. Submits Credit for Prior Learning form to the Gateway Records office along with any supporting documents.
Gateway Advisor	1. Meet with student to identify any prior learning opportunities.
	2. If learning opportunities are identified, provide student with appropriate dean/director contact information.
	3. Collect application form to include all portfolio materials.
	4. Route application form and portfolio materials to Academic Affairs secretary.
Academic Dean	1. Meet with student to discuss eligibility for prior learning.
	2. If student is identified as a candidate for prior learning, provide student with a copy of the prior learning assessment form the Rubric for Portfolio-Based Assessment, standardized course syllabi and student expectations for Portfolio-Based Assessment
	3. Review faculty recommendation.
	4. Confer or deny credit.
	5. Forward decision to Gateway Assistant Registrar.
Fees and Deposits	1. Collect $75 application fee for each course applying for prior learning credit.
Academic Affairs	1. Collect application form and portfolio materials.
	2. Route form and portfolio materials to appropriate faculty member for evaluation.
Faculty	1. Evaluate submitted materials against course objectives.
	2. Document findings on PLA Form.

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Position or Office	Responsibilities
	3. Record course names(s) and numbers(s) on form for which credit is recommended. 4. Forward to Academic Dean.
Gateway Assistant Registrar	1. Notify student of decision. 2. Enter credit into student information system, if applicable. 3. File documentation.

V. <u>Industry and Workplace Credit, and One-Year Option</u>
   A. Students holding industry-recognized certifications and/or graduates from Ohio Technical Center 600 or greater hour programs are eligible for consideration of college credit.
   B. Students must submit official documentation of industry-recognized certification or official transcript from an Ohio Technical Center to the COTC Gateway Records Office for review.
   C. The Assistant Registrar will forward the documentation to the Academic Dean for review.
   D. The Academic Dean will review the industry-recognized certification or official transcript and make a decision to confer or deny credit.
   E. The Academic Dean will forward the decision to the Assistant Registrar who will notify the student of the decision and post credit, if applicable.

Responsibilities for Industry and Workplace Credit: One-Year Option Process

Position or Office	Responsibilities
Student	1. Apply to college. 2. Submit official documentation to the Assistant Registrar.
Assistant Registrar	1. Confirm documentation is official. 2. Submit documentation to Academic Dean for evaluation. 3. Notify student of decision and post credit, if applicable. 4. File documentation
Academic Dean	1. Review ODHE approved programs for eligibility. 2. Make decision to confer or deny awarding of credit hours. 3. Submit documentation to Assistant Registrar.

Resources

CLEP Examination and COTC Course Name/Title Crosswalk, https://www.cotc.edu/sites/main/files/file-attachments/clep_examination_and_cotc_course_name.pdf?1598648590 International Baccalaureate Examination Crosswalk, https://www.cotc.edu/sites/main/files/file-attachments/international_baccalaureate_exam_scores.pdf?1598648611 Portfolio-Based Assessment Rubric, https://www.cotc.edu/sites/main/files/file-attachments/master_rubric_pla_033117_web.pdf?1598648631 Clarifying Expectations: Student Friendly Instructions, https://www.cotc.edu/sites/main/files/file-attachments/clarifying_expectations.pdf?1598648675 Guide to the Evaluation of Educational Experiences in the Armed Services, http://www.acenet.edu/news-room/Pages/Military-Guide-Online.aspx Ohio Articulation and Transfer Policy of the Ohio Department of Higher Education, https://www.ohiohighered.org/transfer COTC Courses Approved by ODHE as meeting TAG, OTM and C-TAG Requirements, https://www.cotc.edu/post/transferring-after-cotc

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Contacts (required)

Subject	Office	Telephone	E-mail/URL
Policy interpretation	Office of Academic Affairs –Academic Dean	740/755-7327	Weirick.7@mail.cotc.edu

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