



# Academic Management Manual

## Section I

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Prior Learning Assessment

Academic  
Affairs  
2017-18

## **Introduction – Prior Learning**

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

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

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

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

- **Challenge exams** – Challenge exams that are written and administered at Palm Beach State
- **Palm Beach State Course Equivalency** - This is a process for granting college credit or clock hours for previously earned PSAV or credit course work towards a PSAV or credit certificate or an AA, AAS or AS degree. Students who have taken and passes courses in certain PSAV programs at Palm Beach State and under certain statewide articulations may apply for granting of credit by following this process. Finally, students who qualify under the statewide articulation agreements for industry certification will use this process to be awarded the prescribed credit.
- **Prior Learning Portfolio** – A written portfolio that demonstrates the students has mastered the course objectives and competencies
- **Career Pathways Articulation from the School District of Palm Beach County** – Awarding of credit for high school coursework and an assessment, as applicable
- **Advanced Placement of Apprenticeship Students** – Awarding of course clock hours for competencies gained through work experience
- **Health Care Courses for PSAV Students** - Each student enrolled in a health science credit or PSAV program where HSC0003 or PRN 0022 is required may meet this requirement by documentation of having the course competencies achieved through coursework or work experience.
- **Dental Assisting to Dental Hygiene** – Awarding of credit for students who completed ADA accredited dental assisting programs.

- **Radiologic Technology** – Awarding of credit for students who completed hospital programs
- **FDLE Corrections Academy or Law Enforcement Academy to Criminal Justice AS Degree** - Students who have taken classes through a FDLE Corrections Academy or Law Enforcement Academy and have passed the Florida State Certification Exam will be granted credits toward the Criminal Justice AS degree. The student requesting credit for prior learning credit must complete the prior learning assessment form and present it to the Chair of the Criminal Justice Program for approval.
- **Florida State Fire College to Fire Science** – Awarding of credit for students who have completed coursework at the Florida State Fire College.
- **Educational Prep Institute** – Awarding of credit for students who have completed equivalent coursework at the School District of Palm Beach County or a university and have completed a portfolio.
- **Statewide Articulation Agreements – Industry Certification** – Students who provide proof of approved industry certifications may qualify for specific course credits that apply toward a variety of Palm Beach State College AS degrees.

The distinction must be made between the processes cited above and transcript evaluation. If a student took similar coursework at another accredited institution, the student's transcript should be sent to Palm Beach State College and be routed through the normal transcript evaluation process. Please see page I-14 for more detailed information on transcript evaluation.

### Detailed Procedures for Each Category of Prior Learning

Challenge Exam Procedure	
Palm Beach State College has identified certain courses within the curriculum as being eligible for earning credit through a challenge examination. If the student achieves a passing score on the examination, credit or hours will be awarded to the student's transcript. *	
<b>Initiator:</b>	Student
<b>Process:</b>	Student pays the fee associated with the challenge exam. The student then takes the examination at a Palm Beach State testing center. The current list of courses is available at <a href="http://www.palmbeachstate.edu/prior-learning/challenge-exams.aspx">http://www.palmbeachstate.edu/prior-learning/challenge-exams.aspx</a> The department that developed the challenge exam is responsible for grading the exam.
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Palm Beach State Testing Center, faculty member/instructor who grades the exam
<b>Fees:</b>	\$50.00
<b>Eligibility:</b>	Any student is eligible to take a challenge exam
<b>Proviso(s):</b>	Student can only take each challenge examination associated with a course one time.
<b>Web Page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/challenge-exams.aspx">http://www.palmbeachstate.edu/prior-learning/challenge-exams.aspx</a>

\* Bachelor, A.A transfer, or general education courses may NOT be earned through the prior learning process

### Palm Beach State Course Equivalency

This is a process for granting college credit towards a CCC, AAS or AS degree. Students who:

- have taken and passed courses in certain PSAV programs at Palm Beach State or
- have completed PSAV programs in Florida as designated in the statewide articulation agreement at [http://www.fldoe.org/workforce/dwdframe/artic\\_frame\\_psav2aas.asp](http://www.fldoe.org/workforce/dwdframe/artic_frame_psav2aas.asp) or
- hold the appropriate certification as indicated in the statewide articulation agreement for industry certification <http://www.fldoe.org/academics/career-adult-edu/career-technical-edu-agreements/industry-certification.stml> may apply for granting of credit by following this process. \*

<b>Initiator:</b>	Student
<b>Process:</b>	The student who has completed the eligible PSAV coursework must apply for credit by using the Course Equivalency Form, working with the CCC or AAS/AS program manager to complete the form (see web page <a href="http://www.palmbeachstate.edu/prior-learning/course-equivalency.aspx">http://www.palmbeachstate.edu/prior-learning/course-equivalency.aspx</a> ) and submitting the form to any Palm Beach State Registrar's office.
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Palm Beach State Program Manager, Associate Dean, Dean, Registrar
<b>Fees:</b>	\$50.00
<b>Eligibility:</b>	Any student who has successfully completed the PSAV coursework as required.
<b>Proviso(s):</b>	Student must: <ol style="list-style-type: none"> <li>1. Be admitted to the program to which the credit will apply</li> <li>2. Have already earned at least 25% of the program credits, including general education.+</li> </ol>
<b>Web Page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/course-equivalency.aspx">http://www.palmbeachstate.edu/prior-learning/course-equivalency.aspx</a>

+The statewide articulation agreements for Florida PSAV programs and Industry Certifications have varied proviso to award the credit. Go to the links above to clarify these provisos.

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

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**Career Pathways Articulation from Palm Beach County School District**

Palm Beach State College has Career Pathway agreement with the School District of Palm Beach County to accept certain combinations of course work taken at a Palm Beach County high school along with an assessment to qualify for awarding of college credits within two years of high school graduation. The complete list of the applicable high school courses is located at <http://www.palmbeachstate.edu/prior-learning/career-pathwaystech-prep-articulation> \*

<b>Initiator:</b>	Student
<b>Process:</b>	Student requests that an official high school transcript be sent electronically from the School District to the Palm Beach State admissions office for evaluation. The student completes the form(s) located at <a href="http://www.palmbeachstate.edu/prior-learning/career-pathwaystech-prep-articulation">http://www.palmbeachstate.edu/prior-learning/career-pathwaystech-prep-articulation</a> and submits the form to the designated program contact that will conduct the evaluation. If the Career Pathways agreement requires a portfolio or other assessment, the student must make arrangements to take such assessments.
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Admissions, Program Manager or Associate Dean, Registrar
<b>Fees:</b>	No fee for processing credit to transcript but may be charged for any assessment required.
<b>Eligibility:</b>	Any Palm Beach County High School graduate who has completed the specified coursework with the required grade indicated by the IAA.
<b>Proviso(s):</b>	Student must complete and pass any assessment or portfolio requirements as per the agreement.
<b>Web page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/career-pathwaystech-prep-articulation">http://www.palmbeachstate.edu/prior-learning/career-pathwaystech-prep-articulation</a>

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<b>Advanced Placement of Apprenticeship Students</b>	
Students enrolled in Palm Beach State apprenticeship programs may be advanced placed into the curriculum by being awarded courses in which they been evaluated as meeting the competencies of the course. *	
<b>Initiator:</b>	Palm Beach State Program Manager for Apprenticeship
<b>Process:</b>	The Palm Beach State Program manager for Apprenticeship completes a form (see web page <a href="http://www.palmbeachstate.edu/prior-learning/adv-placement-apprenticeship.aspx">http://www.palmbeachstate.edu/prior-learning/adv-placement-apprenticeship.aspx</a> ) and indicates in which courses the student has met the competencies. The form is approved by the associate dean and forwarded to the registrar's office for course loading.
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Program Manager, Associate Dean, Registrar
<b>Fees:</b>	None
<b>Eligibility:</b>	Students enrolled in Palm Beach State apprenticeship programs
<b>Proviso(s):</b>	Advanced Placement is limited to students enrolled in apprenticeship programs
<b>Web page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/adv-placement-apprenticeship.aspx">http://www.palmbeachstate.edu/prior-learning/adv-placement-apprenticeship.aspx</a>

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

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Health Care Core for PSAV Students	
Each student enrolled in a health credit or PSAV program where HSC0003 or PRN 0022 is required may meet this requirement by documentation course competencies having been achieved through coursework, work experience or licensure. *	
<b>Initiator:</b>	Student
<b>Process:</b>	Student must complete the prior learning form located at: <a href="http://www.palmbeachstate.edu/prior-learning/health-core-for-psav-programs.aspx">http://www.palmbeachstate.edu/prior-learning/health-core-for-psav-programs.aspx</a> to determine how prior coursework or experience could earn them credit or clock hours in one of the following Palm Beach State courses: <ol style="list-style-type: none"> <li>1. PRN 0022 (95 clock hours)</li> <li>2. HSC 0003 (78 clock hours)</li> </ol>
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Palm Beach State Program Manager, Associate Dean, Dean
<b>Fees:</b>	None, unless student prepares a Prior Learning Portfolio or a Palm Beach State Challenge Examination to meet the course requirements.
<b>Eligibility:</b>	Any student enrolled in a program requiring HSC 1000/L, HSC 0003 or PRN 0022.
<b>Proviso(s):</b>	Student must : <ol style="list-style-type: none"> <li>1. Be declared in the program in which the course would apply</li> </ol> OR <ol style="list-style-type: none"> <li>2. Have applied for admission into the program in which the course(s) would apply.</li> </ol>
<b>Web page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/health-core-for-psav-programs.aspx">http://www.palmbeachstate.edu/prior-learning/health-core-for-psav-programs.aspx</a>

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Radiologic Technology (AART)	
Students who have earned their ARRT (American Registry of Radiologic Technologists) credential and are graduates of a JRCERT (Joint Review Committee on Education in Radiologic Technology) accredited radiography program have the opportunity be granted 45 hours of coursework towards the AS degree in Radiography. *	
<b>Initiator:</b>	Faculty Member
<b>Process:</b>	The Faculty Member completes the Radiography Prior Learning Assessment Form (see web page at <a href="http://www.palmbeachstate.edu/prior-learning/radiologic-technology-arrrt.aspx">http://www.palmbeachstate.edu/prior-learning/radiologic-technology-arrrt.aspx</a> ). The form is approved by the dean and forwarded to the registrar's office for course loading.
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Faculty Member, Dean, Registrar
<b>Fees:</b>	\$50.00
<b>Eligibility:</b>	Students enrolled in the AS Radiography program and have earned their ARRT (American Registry of Radiologic Technologists) credential and are graduates of a JRCERT (Joint Review Committee on Education in Radiologic Technology) accredited radiography program
<b>Proviso(s):</b>	None
<b>Web page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/radiologic-technology-arrrt.aspx">http://www.palmbeachstate.edu/prior-learning/radiologic-technology-arrrt.aspx</a>

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<b>FDLE Corrections Academy or Law Enforcement Academy to Criminal Justice AS/AAS Degree</b>	
Students who have taken classes through a FDLE Corrections Academy or Law Enforcement Academy and have passed the Florida State Certification Exam will be granted credits toward the Criminal Justice AS degree. The student requesting credit for prior learning credit must complete the prior learning assessment form and present it to the Chair of the Criminal Justice Program for approval. If the application is approved by the Chair, and the Academic Dean, it will be forwarded to the registrar for processing.*	
<b>Initiator:</b>	Student
<b>Process:</b>	Student completes form, and gains appropriate approvals. Form is located on the web page at <a href="http://www.palmbeachstate.edu/prior-learning/">http://www.palmbeachstate.edu/prior-learning/</a>
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Criminal Justice faculty, Dean, Registrar
<b>Fees:</b>	\$50.00
<b>Eligibility:</b>	Students must be enrolled in the Criminal Justice AS/AAS degree program.
<b>Proviso(s):</b>	None
<b>Web page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/">http://www.palmbeachstate.edu/prior-learning/</a>

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**Florida State Fire College to Fire Science**

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

<b>Initiator:</b>	Student
<b>Process:</b>	Student completes form, and gains appropriate approvals. Form is located at <a href="http://www.palmbeachstate.edu/prior-learning/florida-fire-college-to-fire-science.aspx">http://www.palmbeachstate.edu/prior-learning/florida-fire-college-to-fire-science.aspx</a>
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Fire Science Director, Dean, Registrar
<b>Fees:</b>	\$50.00
<b>Eligibility:</b>	Students enrolled in the Fire Science AS degree program.
<b>Proviso(s):</b>	None
<b>Web page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/florida-fire-college-to-fire-science.aspx">http://www.palmbeachstate.edu/prior-learning/florida-fire-college-to-fire-science.aspx</a>

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**Educational Preparation Institute (EPI) for course EPI 0010**

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

<b>Initiator:</b>	Student
<b>Process:</b>	Student completes form and gains appropriate approvals – form is available at <a href="http://www.palmbeachstate.edu/prior-learning/">http://www.palmbeachstate.edu/prior-learning/</a>
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Institute for Teacher Education Manager, Associate Dean, Dean, Registrar
<b>Fees:</b>	\$50.00
<b>Eligibility:</b>	Students enrolled in the EPI program.
<b>Proviso(s):</b>	None
<b>Web page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/">http://www.palmbeachstate.edu/prior-learning/</a>

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**Statewide Articulation Agreements – Industry Certification**

Students who provide approved industry certification documentation may be eligible for college credits toward a variety of AS degree \*

<b>Initiator:</b>	Program Manager
<b>Process:</b>	The Program Manager completes the Course Equivalency Form – State Articulation – Industry Certification for Specific student who provides proof of approved industry certification(s). The Form is approved by the associate dean and the dean and forwarded to the registrar’s office for course loading. Palm Beach State Office(s). Form is on the webpage <a href="http://www.palmbeachstate.edu/prior-learning/">http://www.palmbeachstate.edu/prior-learning/</a>
<b>Palm Beach State Office(s) Responsible for Processing:</b>	Faculty Member, Dean, Registrar
<b>Fees:</b>	\$50.00
<b>Eligibility:</b>	Students enrolled in the targeted AS program and have earned one or more of the indicated industry certifications.
<b>Proviso(s):</b>	None

<b>Web Page:</b>	<a href="http://www.palmbeachstate.edu/prior-learning/">http://www.palmbeachstate.edu/prior-learning/</a>
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### **Transcript Evaluation**

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

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

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

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

