

College Procedure: 703.5 - Prior Learning Assessment Reporting
Policy Reference: 703 – IE Operational
Responsible Department: Institutional Effectiveness
Approval Authority: Cabinet
Procedure Owner: Vice President, Institutional Effectiveness
Effective Date: 9/30/21

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Legal Reference(s): N/A
Scope: College-wide

Reason for Procedure

Kirkwood Community College recognizes that students have opportunities for learning beyond the traditional or more formal methods of education and may award college credit for demonstrated college-level learning outcomes through prior learning assessment. College-level learning is defined as demonstrated achievement of the learning outcomes, theoretical and/or applied, aligned with the content of a credit bearing, college course. Prior learning assessment (PLA) will adhere to the guidelines established by Kirkwood’s [Alternative Credit Policy](#). Kirkwood will adhere to reporting guideline set by the Higher Learning Commission [Substantive Change Reporting Policy](#) and [Assumed Practice Policy](#) and the Department of Education regulation [34 CRF 602.22](#).

Procedure

Kirkwood Community College reviews prior learning assessment for credit for articulated Kirkwood Continuing Education coursework, military training, industry recognized third party portable certificate, credential, or licensure, and work experience or experimental learning. Requests are initiated by the student, requiring a meeting with an alternative credit advisor and submittal of application and supporting documentation. If the credit is approved the student record within Kirkwood’s student information system (SIS), Colleague will be updated with one of four classifications; prior learning within the student’s work life (PLWLE), prior learning work life through the military (PLWLM), the student has been awarded a third party credential not associated with a Title IV institution (PLCCL) or the student earned credit through a Kirkwood Continuing Education course (PLCE). At the end of the academic term the prior learning credit (PLC) information, along with the student ID and name is gathered to report to the Higher Learning Commission through the [‘Screening Form for Changes to Existing Academic Programs’](#). Submission of the form to HLC will trigger a return acknowledgment email, which is stored in [Kirkwood’s Accreditation SharePoint site](#).

References

[Higher Learning Web Site](#)

[Higher Learning Commission Inquiry form for Changes to Existing Degree Programs](#)

[Higher Learning Commission Substantive Change](#)

[Accreditation KIN Site](#)

[HLC Screening Form](#)

[Kirkwood's Accreditation SharePoint site](#)

[Alternative Credit Policy](#)

[Substantive Change Reporting Policy](#)

[Assumed Practice Policy](#)

[Department of Education regulation 34 CRF 602.22](#)

Definitions

Term	Definition
HLC	Higher Learning Commission
Inquiry Change Form	Documentation to submit to HLC for their direction on further actions that the institution may or may not need to take. This form take 2 weeks to process.
Prior Learning Credit	The credit given for knowledge gained outside a traditional academic environment.
Prior Learning Assessment	Learning gained outside a traditional academic environment or from and institution that is not Title IV eligible.

Revision Log

Version	Date	Approved by	Brief Description of Change
1	9/30/2021		New procedure