

1 **Indiana State University**
2 **Department of Applied Engineering and Technology Management**
3 **Policy for Awarding of Course Credit Based on**
4 **Assessment of Prior Learning**
5 *Effective fall 2018*

6 **Purpose**

7 The purpose of this policy is to effect accountable methods of evaluating and validating prior
8 experience relative to courses in the AETM Department. The reason to create such a policy is to
9 recognize appropriate learning gained by avenues other than traditional university course work.
10 The said reason is seen as (a) fair to the holder of the knowledge, (b) an expanded service to the
11 learner with little burden on the University, and (c) an activity compatible with our mission,
12 particularly our function of evaluating and validating knowledge, skill, and affect. One intent of
13 this policy is that (a) a student for whom credit is awarded for prior learning and (b) a student for
14 whom credit is awarded via course work, should be indistinguishable concerning the attributes
15 validated. Another intent is that procedures and paperwork related to the policy should have high
16 validity but not be burdensome to students or faculty.

17 **Policy Elements**

- 18 1. These procedures pertain only to the AETM Department and are meant to be aligned with
19 University policy and accreditation standards. This policy is not meant to supersede or
20 abrogate any COT or ISU policy.
- 21 2. Credit for prior learning can only be awarded for AETM Department-prefixed courses in
22 the current catalog. Credit **cannot** be awarded for the following types of courses.
- 23 a. Current event
24 b. Seminar
25 c. Workshop
26 d. Special topic
27 e. Project
28 f. Culminating experience
29 g. Capstone
- 30 3. The standard for the awarding of credit for prior learning is that the student has
31 accomplished at least 75% of the performance indicators (PI) for the course. The grade
32 for the credit is S (satisfactory).
- 33 4. To apply for the evaluation of prior learning, the student must meet all of the following
34 conditions.
- 35 a. Be admitted to ISU as a degree seeking student (includes Certificate).
36 b. Be currently enrolled at ISU.
37 c. Have earned at least 6 credits hours of ISU residency/seat credit with at least a 2.0
38 GPA for those courses.
39 d. Have declared a major or minor in the AETM Department.

- 40 e. Be screened by an AETM faculty member that the student has suitable university-
41 level prior learning applicable to an AETM Department course.
- 42 5. The assessment of prior learning does not guarantee the awarding of any credit. Credit is
43 awarded for demonstrated university-level learning (not for merely completing a portfolio
44 or merely taking an exam).
- 45 6. Following are the maximum number of credit hours that can be earned by assessment of
46 prior learning (subject to limitations that follow).
- 47 a. For baccalaureate degrees and minors: 24 credit hours.
48 b. For Certificates: 3 credit hours.
49 c. For the MSTM: 9 credit hours.
- 50 7. There are limitations to the use and awarding of credit for prior learning. The student is
51 **not** guaranteed (a) to be able to earn the hours stated above nor (b) for all or any hours
52 that are earned to be useable for graduation. This is due to curriculum policies that
53 stipulate minimums and maximums. The following are examples (that can change due to
54 other policy revisions).
- 55 a. Baccalaureate degrees:
- 56 i. Only 63 credit hours can be earned by any combination of advanced or
57 prior learning credit.
- 58 ii. A minimum of 30 credit hours of residency (seat) course work must be
59 taken at ISU to receive an ISU degree. Nine of those hours must be at 300
60 and 400-level.
- 61 iii. A minimum of 24 credit hours of residency (seat) course work must be
62 taken in the College of Technology to fulfill the requirements of a COT
63 major.
- 64 iv. A minimum of 12 credit hours of residency (seat) course work must be
65 taken in the AETM Department to fulfill the requirements of an AETM
66 major.
- 67 v. Note that there are many other University requirements, e.g., Foundational
68 studies and amount of upper division course work.
- 69 b. Baccalaureate Minors:
- 70 i. A minimum of 6 credit hours of residency (seat) course work must be
71 taken in the AETM Department to fulfill the requirements of an AETM
72 minor.
- 73 c. Certificates: Only 25% of the credit hours can be earned by any combination of
74 advanced or prior learning credit.
- 75 d. MSTM: Only 9 credit hours can be earned by any combination of transfer course
76 work or prior learning.
- 77 8. Notwithstanding residency/seat policies, the limits on the awarding of advanced standing
78 and prior credit include transfer credit, e.g., a transfer student who has already received,
79 from a prior institution, 24 hours of credit for prior learning in courses that transfer to the
80 AEMT Department has already met the Department maximum for the awarding of credit
81 for prior learning.
- 82 9. Credit for prior learning cannot be awarded if credit has already been awarded for that
83 learning. The intent is that double dipping of credit for the same learning outcomes is not
84 allowed.

- 85 10. The AETM Department regular faculty have the purview and the primary authority for
86 the means and standards of assessment of prior learning. Consistency and transparency
87 are important; they are the primary reasons for this policy. The following apply.
88 a. The Department will maintain a document or table (the *table*) of suitable courses
89 and their corresponding means of assessing prior learning.
90 b. A course will only have one assessment procedure, i.e., all students having their
91 prior learning assessed for a course will undergo the same assessment procedure.
92 c. Assessment procedures can be proposed by anyone but are vetted by the AETM
93 Curriculum Committee and approved and adopted by a vote of the regular
94 Department faculty members.
95 d. All paperwork and materials related to the assessment of prior learning will be
96 filed in the student's academic folder per existing policy.
- 97 11. A variety of assessment methods (the procedure) for a particular course are possible. It is
98 assumed that most procedures will include one or more of the following methods. It is
99 preferred that only one method be used. Preferred methods, in order, follow (*a* is most
100 preferred).
- 101 a. Professional certification (or licensure, etc.): the body of knowledge for a
102 certification can map onto one or more courses. The professional certification
103 must be current and earned (at least originally) by an examination.
104 b. Written Department test: the intent of the test is that it be equivalent to a
105 comprehensive final examination for a course. Essays and reports are included in
106 this definition. Passing level must be equivalent to a C for undergraduate courses
107 and a B for graduate courses.
108 c. Portfolio: the portfolio can contain a variety of physical, photo, and/or electronic
109 examples of knowledge and ability. Letters of recommendation and testimonials
110 are not considered.
- 111 12. This policy allows, but does not require, that a credit-bearing course be taken that
112 prepares a student for the assessment process, e.g., a portfolio development or test
113 preparation course.
- 114 13. The procedure for the awarding of credit for prior learning is summarized as follows.
- 115 a. The student desiring credit for prior learning must initiate the process with their
116 AETM Department advisor. A reasonable expectation of awarding of credit
117 should exist for the process to continue. The student should be reminded that there
118 is a non-refundable fee of 25% of the tuition rate for each course for which prior
119 learning credit is desired, regardless of the outcome of the assessment.
120 b. The student must complete the attached AETM *Screening for Credit for Prior*
121 *Learning* (Screening) form and submit it to the advisor (one form for each class).
122 The current syllabus is attached to the form.
123 c. If the assessment of Prior learning is approved, via the Screening form, the
124 student completes Section 1 of the ISU *Request for Departmental Assessment of*
125 *Prior Learning* (Request) form.
126 d. The Department Chair approves (Section 2 of the Request form).
127 e. The adviser signs that the process is approved. The advisor must be an AETM
128 faculty member.
129 f. The student pays the fee (Section 3 of the Request form).

- 130 g. The student completes/submits the assessment per the approved method in the
131 Table.
- 132 h. An appropriate faculty member (the evaluator) will evaluate the prior learning
133 assessment results. If possible, the assessment should be conducted by the lead
134 instructor for the course. The following apply.
- 135 i. The assessment must be performed by an AETM Department faculty
136 member.
- 137 ii. A faculty member with more than ½ time reassignment for administrative
138 or other assignment outside of the apartment may not perform the
139 assessment.
- 140 i. The evaluator completes Section 4 of the Request form and notifies the student of
141 the results (Section 5 of the Request form).
- 142 j. The Department Chair audits the process and completes Section 6 of the Request
143 form and forwards to the COT Dean, who also signs Section 6 and forwards to the
144 Office of Registration and Records (Section 7 of the Request form).
- 145 14. The Screening and Request forms, assessment and results, and related materials are filed
146 in the student's Department academic folder.

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Sample Form

AETM Department

Screening for Credit for Prior Learning

Date _____
Student Name _____
Student 991 number _____

I have read, understand, and agree to the AETM Policy for the Awarding of Course Credit Based on Assessment of Prior Learning (student signature)

AETM Major, Minor, and/or Certificate Program Name _____

AETM Major, Minor, and/or Certificate Advisor _____

AETM course prefix, number, and name for which credit for prior learning is sought

Attach the current course syllabus (may be truncated to the section stating the course description, course outcomes, and performance indicators.)

Attach a one-page maximum summary of the prior learning. Note that the prior learning cannot be via other course work. To receive credit the assessment results must demonstrate your satisfactory attainment of 75% of the performance indicators for the course.

Below this line to be completed by the Department

Assessment of prior learning **is is not** recommended.

Advisor signature and date _____