

## College Procedure: 703.5 – Prior Learning Assessment Reporting

Policy Reference: 703 – IE Operational  
Responsible Department: Institutional Effectiveness  
Approval Authority: Cabinet  
Procedure Owner: Vice President, Human Resources and Institutional Effectiveness  
Effective Date: 09/30/2021

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

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### 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](#).

### The 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

**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 AN INSTITUTION THAT IS NOT TITLE IV ELIGIBLE.

## Revision Log

*Table 1 Revision Log*

Version Number	Date Approved	Approved by	Description of Change
1	09/30/2021	Cabinet	New procedure