



PRIOR LEARNING ASSESSMENT (PLA) ADVISOR MANUAL

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I. INTRODUCTION:

Community colleges offer quality-learning environments and a wide array of courses and services for diverse communities. This versatility and comprehensiveness attracts individuals who differ in life experiences, ages, formal and informal educational backgrounds, work experiences, and educational goals.

Students who have mastered academic or technical competencies in non-traditional educational environments, including training in a corporation, licensure/certification programs, career experience, self-directed learning environments, continuing education courses, and coursework and training through military experience can earn credit for prior learning experiences. In order to maximize the community college experience, it is important to use time efficiently through correct placement in a chosen degree program. Although the awarding of credit for competencies gained outside of the traditional classroom setting is an exception to Lone Star College System’s (LSCS) traditional assessment and placement of students, opportunities to earn credit for prior learning experience are available.

This manual is a guide for counselors, advisors, and faculty. A separate manual is available for students. The manual describes eligibility requirements for different types of prior learning credit available at LSCS and describes the process to apply for credit or advanced standing. Prior learning assessment (PLA) options included in this manual are: challenge exams (both external and internal), portfolios, military transcripts, external licensure/certifications, high school articulation, advanced standing, continuing education, and articulated credit from non-regionally accredited Texas colleges or universities.

Students must complete 50% of a certificate program and 18 hours of an associate’s degree in residency at LSCS. Students can earn PLA credit to meet their remaining degree requirements.

For definitions of terms used in this document, see the glossary at the end of the manual.

II. ADVISOR’S ROLE IN THE PLA PROCESS:

The advisor plays a key role in working with the student to determine the PLA

opportunities for which each student is eligible and the costs and benefits of each PLA option. **The advisor's signature on each PLA form ensures that the student meets the criteria required for each PLA option.**

III. RESOURCES TO CONTACT:

The curriculum and instruction department oversees the PLA process and is available to assist advisors with any questions. The student information services area is responsible for transcribing credit and communication of credit awarded to students. A PLA Committee addresses specific issues that arise over PLA. They provide recommendations to the Vice Presidents of Instruction for resolution.

Instruction Division:

- Marie Thibodeaux 832-813-6671 or marie.thibodeaux@lonestar.edu (advanced standing, internal & external challenge exams, portfolio credit, and military transcript evaluation)
- Christina Todd 832-813-6628 or christina.c.todd@lonestar.edu (high school articulation including Advanced Technical Credit & continuing education articulation)
- Courtney Powell 832/813-6779 or courtney.k.powell@lonestar.edu (high school articulation and Tech Prep)

Student Information Services Division:

- Priscilla Strawbridge 832-813-6748 or Priscilla.strawbridge@lonestar.edu (status of posting student PLA requests)
- Contessa Scroggins 832-813-6651 or Contessa.d.scroggins@lonestar.edu (questions on military opportunities & impact on veterans)

PLA Committee Members: Earl Campa, Cher Brock, Christina Todd, Marie Thibodeaux, and Linda Luehrs-Wolfe

IV. PLA GUIDELINES AND CRITERIA:

1. To be eligible to earn PLA credit, the student must meet all admissions and TSI requirements at the colleges in the Lone Star College and not have previously taken or attempted the course.
<http://www.lonestar.edu/12342/#Test>
2. Check the online manual for the most current requirements and procedures.
(<http://www.lonestar.edu/PLA>)
3. Students meet with a counselor or advisor for information and to complete the appropriate form(s) for advanced standing or credit by PLA.
4. Students pay assessment fees as stated at the college business office.
5. PLA credit is only awarded when it applies to the LSCS's program(s) of study. Students must still meet residency requirements of 50% of the total credit hours for all certificates and 18 hours for all associate degrees.

6. Semester credit hours earned through PLA are designated as “CR” on the transcript; this credit is not computed for GPA purposes and no letter grade will be given on the student’s transcript. Semester hours generated by PLA are counted towards fulfillment of graduation requirements.
7. Other academic institutions may not accept PLA credit awarded through LSCS, and it is the student’s responsibility to check with the receiving institution before deciding to pursue PLA credit.
8. PLA through portfolio, military transcripts, and external licensure/ certification is not awarded for core curriculum courses except for the KINE courses. Core credit may be earned through challenge examinations and articulated continuing education courses for only the core courses specified in the LSCS College Catalog or on the website.
9. Six hours of non-developmental LSCS credit must be completed prior to receiving PLA credit. Credit earned by Advanced Placement (AP) exams does not count toward this six-hour requirement for any PLA except High School Articulation.
10. PLA credit may not be used if the course has previously been taken or if the course has been attempted. Student drops after official day result in a “W” posted on the transcript, making the course ineligible for PLA credit. Students dropping courses prior to official day can seek PLA credit.
11. If the student is a veteran applying for or receiving benefits, the student must comply with VA rules and regulations. To avoid overpayment, all transcripts must be evaluated and credit applied to the approved program prior to certification of courses for benefits. However, it is to the student’s advantage to have his or her transcript evaluated prior to enrolling in classes.
12. Students must submit any required transcripts (i.e. high school or military) or other documentation as required.
13. Internal (departmental) challenge exams can only be attempted once. If the student attempts an exam, the information should be recorded in Colleague on TSUM so that other advisors can determine if the student is eligible. Each college will identify who will enter the data in TSUM.
14. Forms are submitted for appropriate signatures as per information below.
15. The district student information services office will automatically inform students that PLA credit has been granted on the transcript by sending them an email notification.
16. Once credit is awarded, the credit cannot be removed from the student’s record or transcript. The “CR” will not be included in the calculation of GPA.

Where PLA Forms Should Be Submitted:

1. **Advanced standing** approvals are referred to the Instructional Dean or Department Chair. No paperwork by the advisor is required.
2. Credit by **challenge exams** are forwarded by the advisor to the Instructional Dean who signs the form and forwards to the LSCS student information services office for posting of "CR" to the student's transcript if the student passes the course. If the student fails the exam, the attempt needs to be recorded in colleague in TSUM. Each college will identify who will enter this information in TSUM.

3. Credit for **high school articulation** forms are forwarded by the advisor to LSCS student information services office for posting of "CR" to the student's transcript.
4. Credit for **continuing education articulation** forms are forwarded to the CE Administrator, then to the Instructional Dean, and then to the LSCS student information services office for posting of "CR" to the student's transcript.
5. Completed forms for **portfolio assessment** are forwarded by the advisor to the Instructional Dean who forwards to the Vice President of Instruction who forwards to the LSCS student information services office for posting of "CR" to the student's transcript.
6. Completed forms for **licensure or professional certification** are forwarded by the advisor to the Instructional Dean who forwards to the Vice President of Instruction who forwards to the LSCS student information services office for posting of "CR" to the student's transcript.
7. PLA forms for credit for **military experience or course work** are forwarded to the Instructional Dean and the VP of Instruction for review. The VP will forward to the LSCS student information services office (Priscilla Strawbridge) for posting of "CR" to the student's transcript.
 - Requests for KINE 1111 credit with a **DD214 form** showing at least six weeks of service (regardless of discharge status) can be sent directly to Priscilla Strawbridge in Student Information Services at the System Office.
 - Requests for transfer of credit from the **Community College of the Air Force** follows the process for transfer of university credit. The transcript should be sent to the transcript evaluators at the respective college. When there is a question about awarding credit, requests to meet degree requirements are reviewed by discipline faculty and are documented by the transcript evaluators. If specific courses are identified to be equivalent to a LSCS course, this information should also be forwarded to Ann Gustavus in Student Information Services at DSTC. She can equate the courses in colleague so that similar courses will automatically be accepted.

This manual is evolving as new situations arise. Please check for updates and revisions at <http://www.lonestar.edu/PLA> .

V. FEES:

Advanced Standing	No fee
Internal challenge exam	\$25 each
External challenge exam (CLEP, CAPE, etc.)	No fee for processing. A \$25 administrative fee may be charged if additional assessment or review is needed (i.e. credit for foreign language or studio art). This fee is charged per assessment and not per course.
Portfolio credit	\$60 each
Military transcript evaluation	No fee
High school articulated credit	No fee
Continuing education articulation	No fee

Articulated credit from a non-regionally accredited
Texas college or university

\$25 per college transcript
submitted

Note: Fees must be paid prior to taking exam or submitting portfolio for evaluation of credit.

VI. PRIOR LEARNING ASSESSMENT (PLA) OPTIONS

A. Advanced Standing

Advanced standing permits the student to move to more advanced work upon review of test results, previous grades and/or interviews by the appropriate department. Advanced standing is not placed on the student's official transcript. No credit is awarded. There is no fee for this evaluation. Contact the Dean of the specific subject area for more information.

B. Challenge Examination

a. External Challenge Examinations:

LSCS has established equivalent course credit for minimum passing scores for several external challenge examination programs, including the ACT, CLEP, CAPE, AP, and IB. A listing of the external challenge examination and the corresponding course for which the student may earn college credit can be found in the LSCS catalog in the Policies and Procedures section and at <http://www.lonestar.edu/5166/>. Students should make arrangements with testing sites to sit for the exams and should have their scores forwarded to one of the LSCS college advising offices prior to enrollment.

1. Achievement Test (ACT), <http://www.act.org>
2. College Level Examination Program (CLEP),
CLEP examinations may be taken at Tomball College or at area universities. Tomball College is an official CLEP testing center; please contact the center at 281-357-3698 for more information. Scores earned on the CLEP should be submitted to the advising office four weeks prior to enrollment. Go to <http://www.collegeboard.org/clep> for more information.
3. Foreign Language, Credit CAPE assessment and course completion
4. Advanced Placement (AP) by the College Board,
Advanced Placement exams are offered at area high schools. For specific information on high schools offering this exam, call (888) 225-5427 or (609) 771-7300, or send an email to

apexams@info.collegeboard.org . For more information go to <http://www.collegeboard.org/html/communications000.html>

5. International Baccalaureate (IB) Diploma exams.
International Baccalaureate exams are given at specific high schools. For more information on IB Diplomas go to www.ibo.org . For a list of courses that can be awarded by IB credit go to <http://www.lonestar.edu/59057/>

The new policy for ordering IB transcripts in North America (effective September 2006) is available at:
<http://www.ibo.org/graduates/transcripts/>

b. Internal (Departmental) Challenge Examinations:

LSCS departmental challenge exams are developed and approved by LSCS curriculum teams and administered by the colleges' assessment centers or by the department. **Each college will identify who will enter each attempt in Colleague on TSUM.** The same challenge exam is used at all LSCS colleges and centers. The curriculum team determines which courses can be challenged, the minimum passing score, and the exit competencies that are based on the learning outcomes for the course.

Credit awarded by LSCS through departmental challenge exams applies to its programs of study. The student should also consult with a faculty advisor or counselor to ensure that the course complements his/her degree plan. The website at <http://www.lonestar.edu/PLA> displays an updated listing of course challenge exams available.

Students should consult with a faculty advisor to discuss course content, outcomes and feasibility of taking a course challenge exam. After completing the form with an advisor and paying the challenge exam fee in the business office, the student takes the "PLA by Examination" form and paid receipt for the challenge exam to the division office or to the designated assessment center at the college offering the course to make an appointment to take the appropriate exam. A challenge exam may not be taken more than one time.

After the student completes the exam, the department forwards the PLA form with the student's score noted on the application to Student Information Services. If a student fails the exam, the failed attempt is entered in colleague on the TSUM screen.

C. PROCEDURE FOR CREDIT BY HIGH SCHOOL ARTICULATION

To assess a student's eligibility for credit through high school articulation, the advisor will work with the student to complete the PLA by High School Articulation form. To do so, the advisor needs the following resources:

- The application form at <http://www.lonestar.edu/collegetechprep>, with the top portion (above the box) completed by the student;
- An *official copy* of the student's high school transcript;
- LSCS Local and Statewide Course Articulations by ISD accessed through the aforementioned website

Note – Letters from the school district and certificates of achievement do not prove eligibility for high school articulated credit. LSCS no longer provides certificates.

Advisors will check the student's transcript for the following indicators of articulated courses and verify eligibility for credit:

1. High School Transcript Coding

The student's high school transcript is critical to the credit awarding process. This is the official document college personnel review to determine student eligibility for credit.

Texas Education Agency and Advanced Technical Credit (statewide articulation) require independent school districts to include an "A" and "-TP" printed on the transcript to indicate the student completed an articulated course. The course type code "A" is required for identification purposes. The "-TP" found in the course abbreviation indicates an ATC approved course, but should also be listed with an A in the course type column. We cannot award credit without the A or -TP and A.

2. Course Eligibility Requirements

There are several requirements the student must meet to be eligible for high school articulated credit.

- The student must graduate high school, enroll in the community college, and apply for credit within 15 months of their graduation date. (36 months for nursing students)
- The student must have completed the course or sequence of high school courses with a grade of 80 or above.
- The student must have completed the course or sequence of courses in their Junior or Senior year in high school. Credit may be awarded for Freshman and Sophomore level CTE courses as long as the student is eligible for and requests articulated credit for a Junior or Senior level course.
- The course(s) sought must be a part of or related to the student's declared major or degree plan, including electives on a degree plan.

Note: Credit will be granted in the form of CR on the student's transcript after completing 6 semester credit hours (sch) of regular, non-developmental course work at LSCS. They have one year from the date of their application to complete the 6 sch, (10 sch for nursing students).

Note the student's eligibility by checking the criteria boxes on the application

form.

In addition to signing and dating the form, advisors need to print their name and add their telephone extension so that they can be contacted if questions arise.

Forward the application with the attached transcript to student information services at the DSTC (Priscilla Strawbridge).

Students will receive email notification of the CR being entered on their LSCS transcripts.

Suggested guidance for students seeking articulated credit:

- Articulated credit is awarded for technical (WECM) courses only. For example, the high school course BCIS I articulates to ITSC 1401, not COSC 1401.
- If a student intends to transfer to a 4 year institution, it is his/her responsibility to check with that institution on its policies for acceptance of articulated technical credits.
- University articulation agreements exist for several AAS degrees that include articulated classes. For a list of these opportunities beyond the AAS, go to <http://www.lonestar.edu/techprep>
- PLA credits do not count toward the 30 hour limit above a bachelor's degree.

Please note that a separate PLA manual exists for High School Articulation and is accessible at this link: <http://www.lonestar.edu/6907>

D. ARTICULATED CREDIT FOR CONTINUING EDUCATION (CE) COURSES

Students have the opportunity to earn college semester-hour credits for certain courses in Continuing Education (CE) once the student meets all admissions requirements for credit enrollment. Students must be enrolled in or have completed 6 credit hours in order to be eligible to apply for articulated credit through CE. Articulated credit will be processed only after the 6 credit hours are successfully completed.

Students completing CE articulated courses are held to the same standards on course prerequisites, projects, class activities, exams, and all other aspects of learning as credit students (see note below for exceptions). If a CE to Credit articulation agreement is in effect for the semester in which the student is enrolled in the CE course to be articulated, students who have earned CEU's with a grade of "S" may apply for articulated credit. To assess a student's eligibility for CE to credit articulation, an advisor will:

1. Verify that the student passed the CE course satisfactorily
2. Verify that the student met all credit course prerequisites at the time he/she took the CE course (including developmental prerequisites)
3. Identify the year in which the CE course was taken:

- a. If prior to 2005- use the CE to credit crosswalk at <http://www.lonestar.edu/6860/>
 - b. If 2005 to current – use Colleague to verify that the CE course was linked when the student took it.
4. If the course was linked, continue. If not, then the student is not eligible for articulated credit.
 5. Complete the check boxes on the application at <http://www.lonestar.edu/7925/>
 6. Forward the application to the CE Administrator for signature.

The CE Administrator forwards the application to the Instructional Dean that oversees the credit course for signature. The application is finally sent to Student Information Services at DSTC for processing.

There are basically 3 steps to viewing a CREDIT/ CE linked course in colleague. See sample screen shots at the end of the manual in Section VII.

- Find the credit number, then detail by clicking the blue box next to **COURSE SEC**
- This will open up all sections built. After you choose one, click on **CROSS LISTINGS** at the bottom.
- Scroll through and you will find if there is a CE course linked to it and view the course number.

Note:

Exception courses--In most cases, CE students who register for articulated courses will be required to meet the same prerequisites as credit students (this includes reading, writing, and math prerequisites). Articulated courses that are the exception can be found at <http://www.lonestar.edu/125134/>. Students must meet the prerequisites to be eligible for CE to Credit Articulation. If a student decides to apply for CE to Credit Articulation for an exception course, prerequisites must be met by the time the student submits the PLA application.

Articulated ESL courses--Students who successfully complete articulated CE ESL courses do not have to apply for PLA credit before moving on to college level courses. Advisors should review the crosswalk at <http://www.lonestar.edu/120893.pdf> to determine CE and credit course matches. State law and LSCS Student Success Initiatives (SSI) require that all students be assessed to determine college level readiness in reading, writing, and math before enrolling in credit courses. Advisors should determine if the ESL student has completed the appropriate testing before registering for college level courses.

E. COLLEGE CREDIT FOR WORKPLACE EDUCATION OR TRAINING BY PORTFOLIO ASSESSMENT

An advisor's role in this type of PLA is to refer students to the appropriate program contact. The PLA application by portfolio is completed by the program contact.

The awarding of credit for non-collegiate learning experiences via a portfolio is restricted to verifiable learning. LSCS will award credit only for what a person can demonstrate as a result of experiences. For example, an individual may have six years of experience working as a secretary or administrative assistant. The college district will not award credit simply on the basis of the six years of experience.

The individual will be asked to document and/or demonstrate what has been learned about office administration, word processing, etc., as a result of the six years of experience. The learning experience for credit will be assessed based upon what the individual can demonstrate and not by how many years in the workforce the individual has worked. Learning experience must be documented to demonstrate achievement of the learning outcomes for the course credit being requested. A resume and a reflection piece that describes student learning may also be required. As part of the portfolio process, students may be asked to demonstrate specific skills and/or be interviewed to assess knowledge of the area. Credit is generally awarded only for introductory level courses.

Additional Procedures for Applying for Portfolio Credit

1. The student reviews courses available through portfolio on the LSCS PLA website at <http://www.lonestar.edu/5171/>
Students may review the LSCS catalog for credit course offerings that correspond to the knowledge and skills that he or she possesses and for which credit is desired. If the course is not listed on the website, the student must talk with the faculty member, department chair, or dean to determine if portfolio credit is available for the courses identified.
2. The student should apply for portfolio credit for courses in the degree or certificate in which the student is enrolled.
3. The student reviews the learning outcomes for the desired courses. These outcomes are identified by the curriculum teams for each program/discipline area and are available on the LSCS course listings website at <http://research.lonestar.edu/cat/catsrch.asp> .
4. Once the student is satisfied that he or she can demonstrate proficiency for the learning outcomes for the course, the student develops a portfolio documenting achievement of the learning outcomes for the course and includes other documents and evidence as specified by the faculty member or department chair.

F. CREDIT FOR LICENSURE OR PROFESSIONAL CERTIFICATION

Professional certification or state licensure may be equated to college credit based upon competencies demonstrated by successfully completing the

professional certification or licensure examination. In order to be eligible for this type of credit, the license or certification must be official and current. Only licensure and certification that has been approved through the curriculum process by the curriculum team will be articulated to credit. These can be found on the LSCS website at <http://www.lonestar.edu/5170/> The student must provide evidence of successfully passing the professional certification exam and proof of **current or active licensure**.

G. COLLEGE CREDIT FOR MILITARY EXPERIENCE THROUGH ACE

LSCS is one of 1,800 members of the American Council on Education (ACE). The Center for Adult Learning and Educational Credentials (CALEC) at ACE helps adults earn college credit for learning they have acquired through workplace training, military service or other education acquired outside the formal classroom. There are three branches of the Adult Learning and Educational Credentials:

1. **The College Credit Recommendation Service** evaluates educational and training programs offered at the workplace and makes recommendations for college credit awards. Teams of subject matter experts from colleges and universities review the education and training courses and programs to determine whether they cover the subject in sufficient depth and whether appropriate emphasis is given to major topics.

Recommendations are published annually in the *National Guide to Educational Credit for Training Programs*. Students desiring credit for *workplace education or training programs* should go to ACE's website at <http://www.acenet.edu/cill/corporate/index.cfm> to determine whether the organization they trained with is an ACE participant. To determine if an *examination* carries ACE College Credit Recommendation, go to: <http://www.acenet.edu/Content/NavigationMenu/ProgramsServices/CCRS/index.htm> If ACE does not recognize the workplace education or training, see other possible credit articulation options in this manual.

If the organization is a participant in the ACE College Credit Recommendation Service, students will be advised by ACE to join the Registry of Credit Recommendations for a one-time fee of \$40.00. They can then request that a transcript be sent to the college Admissions Office (\$15.00 per transcript). For transcripts, the student must contact the ACE College Credit Recommendation Service Office at (202) 939-9434 or at credit@ace.nche.edu

For more information, see ACE's website at <http://www.acenet.edu//AM/Template.cfm?Section=Home>

2. **The College Credit by Examination Program** evaluates national examinations and examination programs to equate them to college credit. College credit is assigned to examinations on the basis of the

examination results being comparable to traditional study.

Examinations evaluated by the Credit by Examination Program are published in the *Guide to Educational Credit by Examination*, which contains information on more than 350 exams. This publication includes information such as the content and technical review summaries, general subject area and/or course equivalents, evaluator's judgments about test quality, minimum scores suggested for credit, and recommendations for the type and amount of credit that is awarded. The Credit by Examination Program has evaluated many types of examinations and examination programs including the Professional Secretary International, the Defense Activity for Non-Traditional Education Support (DANTES), and many others.

3. Military Evaluation Program

All of the branches of the armed forces have specialized training programs available to their recruits. There are several ways that a service member can receive college credit for programs and courses completed while in the military.

The *Guide to the Evaluation of Educational Experiences in the Armed Services* contains recommendations made by expert evaluators who review and recommend credit for formal service-school courses, demonstrated proficiency in military occupations, and college-level tests.

The *Guide* is now available online. We recommend that before searching the *Guide Online*, you fully read the instructions and the list of frequently asked questions: <http://militaryguides.acenet.edu/>

Please see the pages below for more information on eligibility of military personnel to obtain LSCS course credit.

Additional Procedures for Seeking Military Credit

1. Students seeking LSCS course credit for experiences in the Army, Army National Guard or Army Reserves only should obtain an AARTS transcript by completing a DA Form 5454-R, "Request for Army/American Council on Education Registry Transcript" available at <http://aarts.army.mil/>. For experience and training credit in the Navy, Naval Reserves, Marines or USMC Reserves, students must complete a request form available at <https://www.navycollege.navy.mil/>

2. Students seeking credit for Air Force experiences and training must contact the Community College of the Air Force or order an official transcript. This transcript does not have to undergo the ACE evaluation process. Refer to the section in the LSCS catalog entitled "Transfer of Credit from Other Institutions."

The AARTS transcript contains a complete record of a service member's educational experience. It helps colleges interpret military forms, certificates, and training course descriptions and recommendations to grant college credit to qualified service members. Recommendations made by ACE are included on the AARTS transcript. Regular Army enlisted soldiers and veterans entering active duty after October 1981 are eligible for this service, as are Army National Guard personnel entering active duty after October 1981 and on active rolls as of January 1993. Army Reservists entering active duty after October 1981 and on the active rolls as of April 1, 1997 are also eligible. Starting in Spring 2005, the DD214 can be accepted instead of a military transcript for KINE 1111 credit only.

The AARTS transcript recognizes completion of formal service-school courses, proficiency in military occupations, and passage of college-level exams, including CLEP, DANTES, or Regents College Examinations (formerly ACT-PEP).

To assess a student's eligibility for college credit by military ACE, an advisor will:

1. For KINE credit only:
 - a. Verify that the student's DD214 indicates a length of service of at least 6 weeks. Hazlewood students must be honorably discharged to receive PLA credit and the DD214 must reflect this.
 - b. Complete the PLA by ACE application with the student and forward it and a copy of the DD214 to Student Information Services (SIS) at DSTC for processing.
2. For other courses:
 - a. Using the student's AARTS transcript, find courses that match both the credits and content of the recommendations made by ACE. No core courses can be awarded. If ACE recommends fewer credits than the relevant course in LSCS's inventory, credit cannot be granted. Multiple military courses can be combined to earn credit for a single LSCS course.
 - b. Complete the PLA by ACE application with the student and forward to the relevant Instructional Dean(s) for signature(s). After the Dean signs the Dean will forward to the VP for signature.
 - c. The application should be sent to Priscilla Strawbridge in Student Information Services (SIS) for processing.

PLA is also available for education gained through the following types of military experience:

Service-School Courses

ACE evaluates and makes recommendations for the following:

- ◆ Courses offered by the Army, Navy, Marine Corps, Coast Guard, Army Reserve and

National Guard.

- ◆ Courses that are at least 45 contact hours in length since 1981; at least 60 contact hours from 1973 to 1980; and at least 90 contact hours prior to 1973.
- ◆ Correspondence courses with proctored end-of-course examinations offered by the Coast Guard and Marine Corps.

Demonstrated Proficiency in Military Occupations

ACE evaluates and makes recommendations for the following occupations:

- ◆ Army enlisted and warrant officer Military Occupation Specialties (MOS)
- ◆ Navy rates, ratings, warrant officer, limited duty officer specialties and selected Navy Enlisted Classification (NEC)
- ◆ Coast Guard enlisted ratings, warrant officer specialties and officer aviator designations
- ◆ Selected Marine Corps MOSs

College-Level Tests

College-level testing programs that ACE recognizes are:

- ◆ College-Level Examination Program (CLEP)
- ◆ Defense Activity for Non-Traditional Education Support (DANTES) subject standardized tests (DSST)
- ◆ Regents College Examinations (formerly ACT-PEP)

Service Members Opportunity Colleges (SOC)

Service Members Opportunity Colleges (SOC) was created in 1972 to provide educational opportunities to service members who often experienced trouble completing their college degrees because they frequently moved from place to place.

LSCS is a member of SOC, which coordinates associate degrees in a variety of curricular areas for the Army (SOCAD), Navy, (SOCNAV), and Marine Corps (SOCMAR). Regionally accredited colleges and universities accessible to Army, Navy, and Marine Corps installations worldwide offer these degree programs. Within each curriculum area or degree network, member colleges agree to accept each other's credits in transfer. In addition, in order to establish residency, students need only take 25% of the degree requirements at any single college.

Today SOC is a consortium of more than 1200 colleges and universities that provide educational opportunities for service members and their families. The American Association of State Colleges and Universities (AASCU) and the American Association of Community Colleges (AACCC) co-sponsor Service members Opportunity Colleges, in cooperation with 13 other educational associations, the Military Services, the National Guard, and the Coast Guard.

Service members desiring to participate in SOC should begin at their Military Education Center (Army, Navy, or Marine Corps, as appropriate). A counselor will help the service member select an appropriate course of study and refer him or her to the designated college office. The service member enrolls at a college near the military assignment. This college becomes their "home college."

Before the service member (student) earns six semester credit hours from the home college, he/she should request an official evaluation of prior learning experiences, including all possible credit sources. The college evaluates the prior learning and issues a Student Agreement degree plan. The student is advised to complete an academic residency of 25% of the degree at the home college. If the service member is reassigned to another installation, he or she may continue to take SOC courses that match the home college requirements as shown on the Student Agreement degree plan.

The student only has to meet the home college graduation requirements, and all courses taken at any SOC are guaranteed to transfer back to the home college. The student does not have to start over with a different college or set of degree requirements every time he or she relocates. After successful completion of all coursework, the home college awards the degree based on the completion of the original SOC Student Agreement degree plan. Contact <http://www.aasu.org> or 1- 800-368-5622 for more information.

In cooperation with the United States Army Recruiting Command, (USAREC), SOC operates the Concurrent Admissions Program (ConAP) to increase college enrollment of new Army recruits and reservists. Upon enlistment, eligible recruits can be admitted to college on full or provisional basis and take courses in their off-duty hours at or near military installations in the US, overseas and on Navy ships. Individuals interested in an application to the ConAP program should see their Army recruiter for an application and more information.

H. ARTICULATED CREDIT FROM A NON-REGIONALLY ACCREDITED TEXAS COLLEGE OR UNIVERSITY

To assess a student's eligibility for credit through a non-accredited college or university, the student should submit the PLA form for non-accredited articulation along with a copy of their transcript and course syllabus to a college advisor. An official transcript from the non-accredited institution must be on file at LSCS but a copy is acceptable to be included with the PLA application.

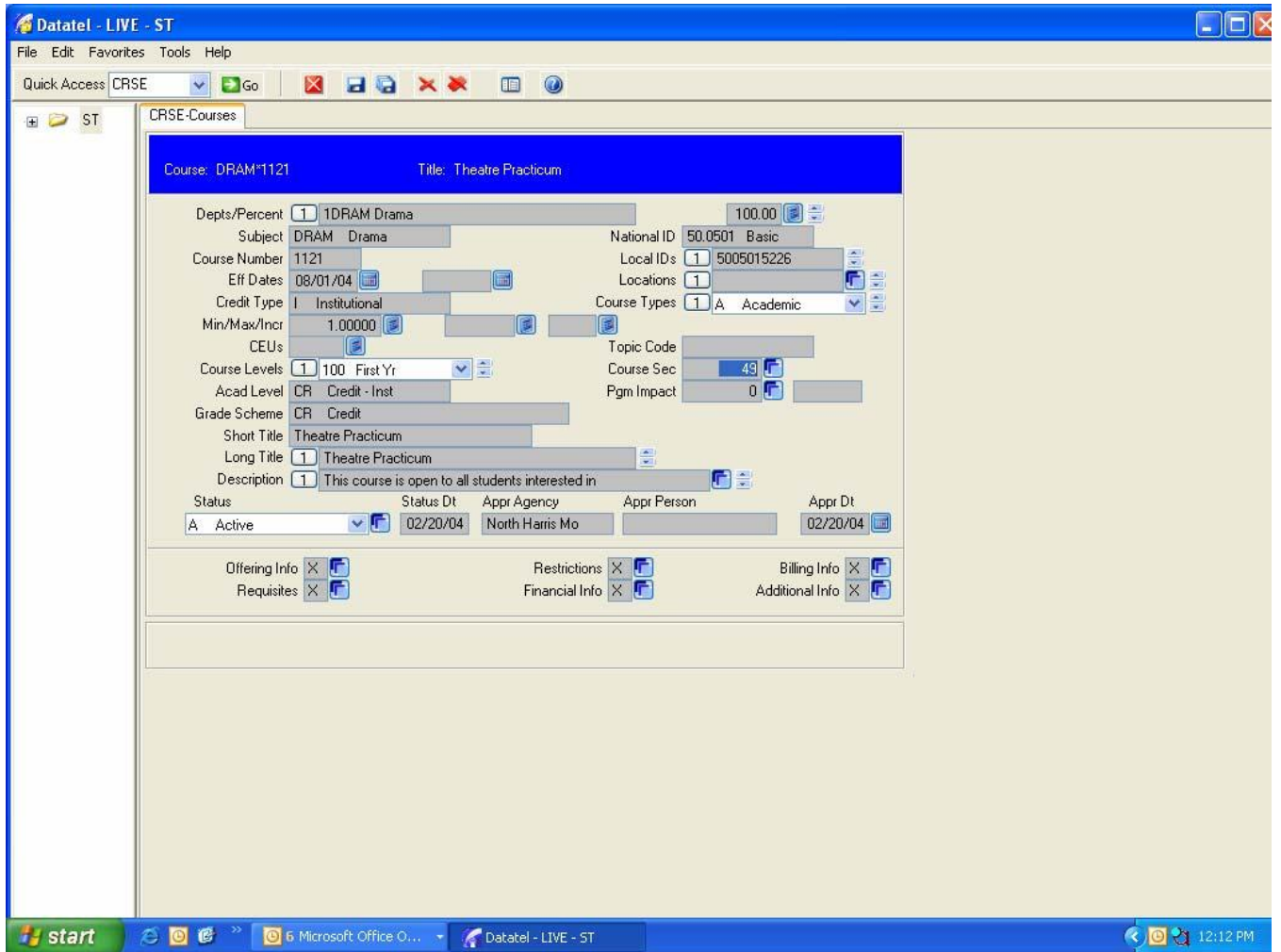
To be eligible for articulated credit, all of the following must apply:

- The higher education institution must be in Texas.

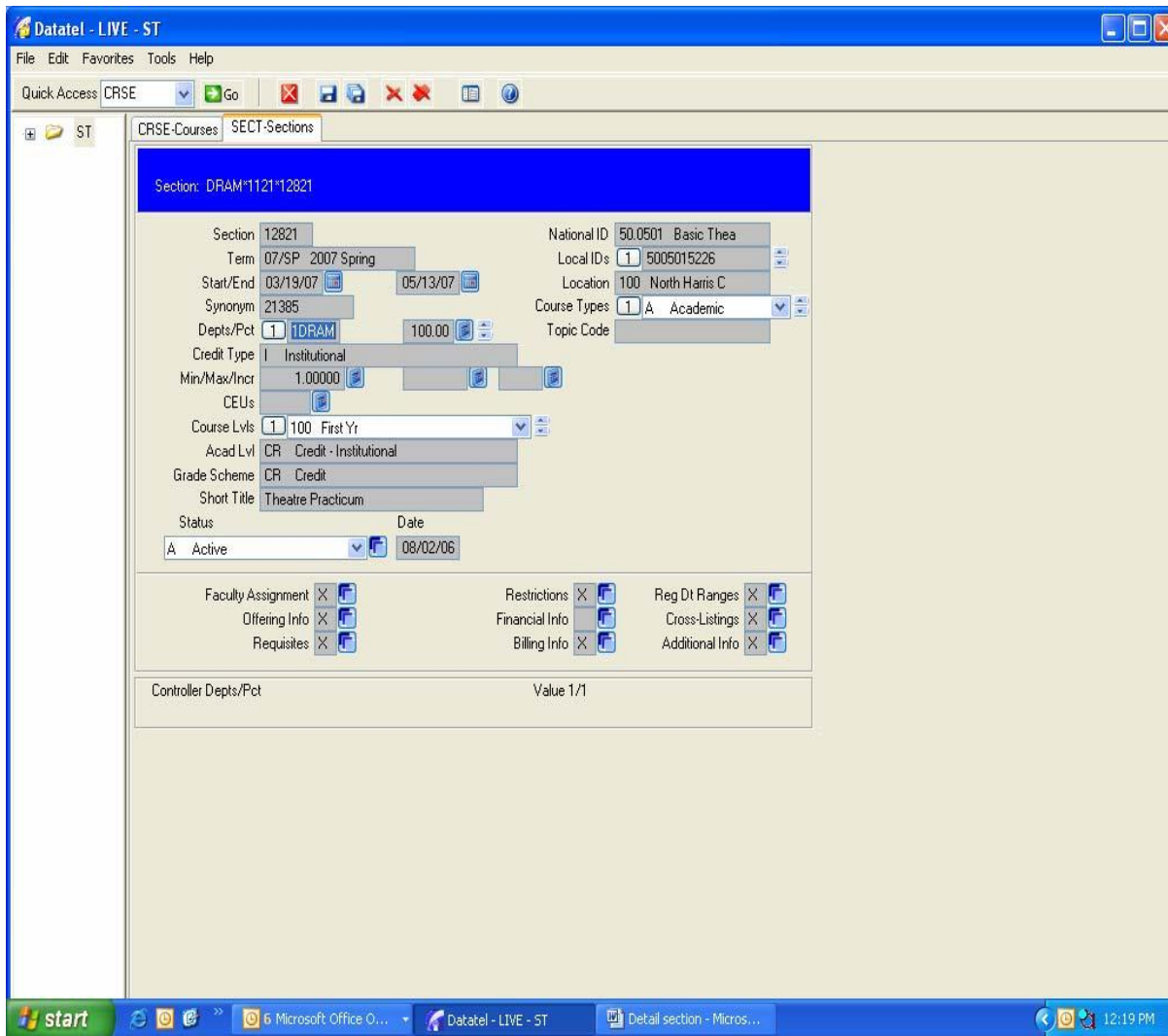
- The higher education institution must be recognized by the THECB (maintain a certificate of authority to operate as a college in Texas) and the workforce program the student was enrolled in has been approved as an AAS degree by the THECB. Advisors should review the following website to determine this: http://www.thecb.state.tx.us/AAR/PrivateInstitutions/career_schools.cfm (Students who were certificate majors at a non-regionally accredited college or university do not qualify. Only those who were in approved AAS programs can pursue this credit.)
- The higher education institution must be nationally accredited, i.e. ACICS and ACCSCT. Advisors must check the following website to verify this information. <http://ope.ed.gov/accreditation/Search.aspx> or review the Higher Education Directory.
- Student earned a grade of C or above in the course they want to articulate.
- Student meets TSI requirements for the articulated course(s) and all admissions requirements.
- The articulating college course is part of the student's degree plan at LSCS (may be an elective).
- Student has completed 6 credits of non-developmental coursework within LSCS.
- All prerequisites for college course(s) have been met.
- A copy of the student's transcript and syllabus for each course they want to pursue credit for must be attached to the PLA form. If the student's major is not listed on the transcript, he/she should get a letter from the non-regionally accredited college or university stating this information and should also be attached to the PLA form.
- Once the entire packet is assembled and an advisor has verified that all required documents are included and has signed the PLA form, the student will take the packet to the Business Office to pay the \$25 PLA fee. The receipt should be attached to the packet.
- The student will submit the packet and receipt to the advisor.
- The advisor will forward the packet to the instructional dean for approval. The dean may check equivalency with discipline faculty and will determine if credit will be granted. Instructional deans will approve the articulation by signing it and will forward to the Vice President for signature. The packet will then be forwarded to student information services at the DSTC (Priscilla Strawbridge).

VII. Sample Screen Shots for Articulated CE Courses

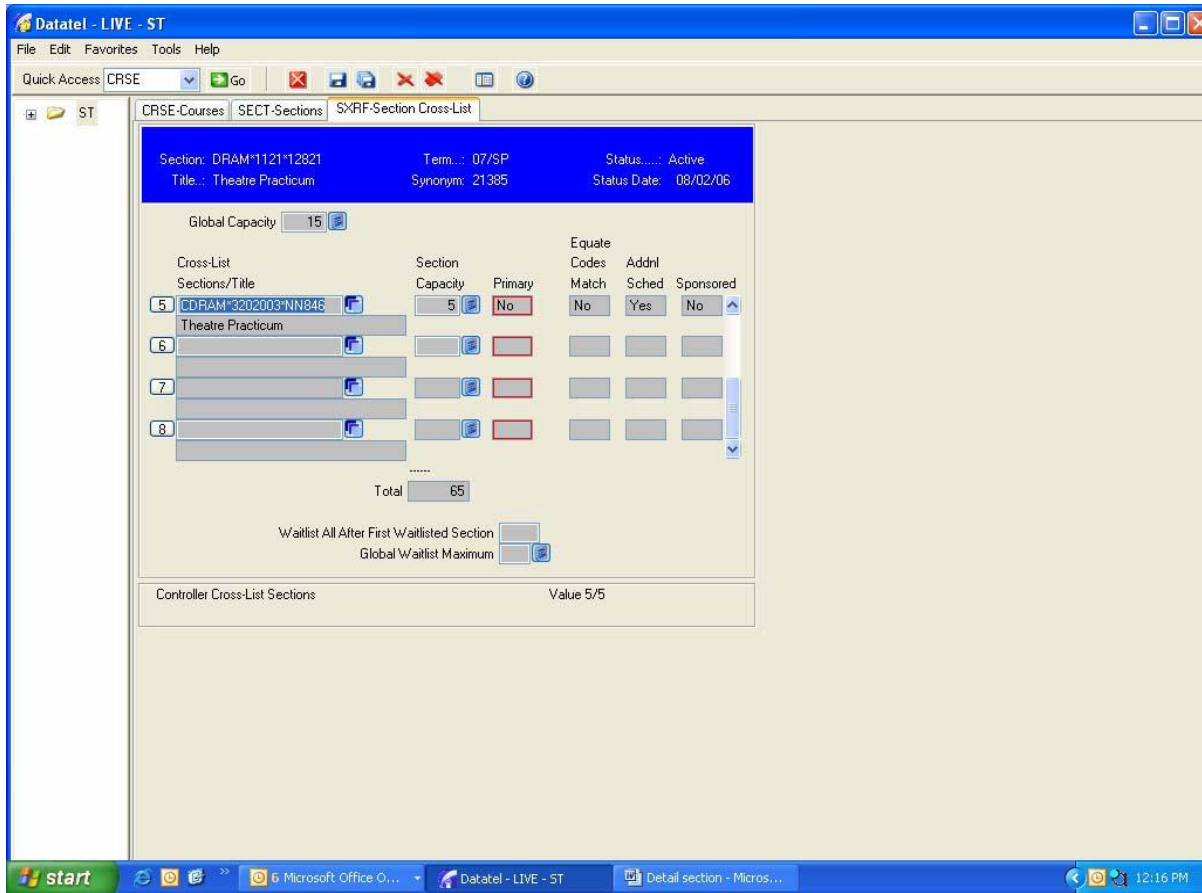
A. Linked drama course:



B. Linked course detail on section:



C. Linked CE Number (detail on Cross-Listings):



VIII. DEFINITION OF TERMS

ADVANCED STANDING

Permits the student to move to more advanced work by the equating of test results, previous grades or interviews by the appropriate department. No credit is awarded and it is not reflected on the student's transcript.

AA

Associate of Arts Degree

AS

Associate of Science Degree

AAS DEGREE PROGRAM

Associate of Applied Science Degree

AAT DEGREE PROGRAM

Associate of Arts in Teaching Degree

ACE (American Council on Education)

ACE provides many services including opportunity for earning academic credit through military service, workplace training, and other education acquired outside the formal classroom.

ADVANCED TECHNICAL CREDIT (ATC, formerly Statewide Articulation)

A state-level process that identifies commonly articulated secondary career and technical courses, requires enhancement of curriculum to align with postsecondary courses, and sets common standards for the award of college credit for these

courses statewide. State-approved professional development provides training to teachers on articulated course methodology and expectations of college Workforce Education Course Manual (WECM) courses. The statewide articulation process allows students who successfully complete these career and technical courses, graduate from any secondary school in the state, and meet the requirements outlined for ATC, to receive articulated credit from any participating public postsecondary two-year degree granting institution in the state that offers the corresponding college course(s).

ALTERNATIVE TEACHER CERTIFICATE

A program in which individuals who hold a baccalaureate degree can obtain teacher certification.

ARTICULATION

Term for the process of linking educational institutions' experiences, skills or prior knowledge to assist students in making a smooth transition from one level of education to another without experiencing delays or duplication in learning.

CE ARTICULATION

Articulation of a continuing education course into a credit certificate or associates degree. The course must be pre-approved for articulation prior to student participation and must meet all credit course competencies and evaluative measures.

CERTIFICATE

A formal award associated with the completion of a program of study of less than two years, indicating mastery of a prescribed series of academic and technical competencies with defined employment outcomes. This award is approved by the Texas Higher Education Coordinating Board, appears on the Technical Program Clearinghouse Inventory, and is subject to the Coordinating Board program evaluation process.

COMMUNITY COLLEGE

Postsecondary institutions, which offer academic and workforce programs of study leading to awards at the associate's degree or certificate level.

CONCURRENT CREDIT

See Dual Credit.

CREDIT BY EXAM

A method to provide college credit for work experience, prior knowledge, skills, training or educational work without transcript credit. This allows a student to complete undergraduate requirements in less time (through advanced placement) and at lower cost and to enrich educational experience by taking courses other than those that merely repeat previously learned material. Examples include Achievement Test (ACT), College Level Examination Program (CLEP) in specific subject areas only, Lone Star College Departmental Examinations, Advanced Placement Program by the College Board, and the International Baccalaureate (IB) Diploma Program. Contact the Counseling or Advising Office for more information.

DUAL CREDIT

Simultaneously completing a high school and college course for credit at both levels. The courses can be taught at the high school or the post-secondary location. Students receive both high school and post-secondary credit upon satisfactory completion of a dual credit course.

INTERNATIONAL BACCALAUREATE (IB) DIPLOMA PROGRAMME

The International Baccalaureate (IB) Diploma Programme is a challenging two-year

high school program for students aged 16 to 19. It leads to a qualification that is widely recognized by the world's leading universities and colleges. Student may elect to take the whole Diploma (all six component areas) or may choose to aim for a certificate of Merit in a particular subject area.

LOCAL COURSE ARTICULATION AGREEMENT

The official document prepared by Lone Star College System and the participating independent school district (ISD) that specifies the competencies of courses to be articulated so that students can earn appropriate college credit.

LSCS

Lone Star College System that includes the following colleges: Cy-Fair, Kingwood, Montgomery, Harris, and Tomball.

TECH PREP

Tech Prep is an education initiative that links high school career and technical courses to college workforce courses on a 2-year associate of applied science degree (AAS) through course articulation. Collaboration between secondary, post-secondary, and business/industry result in a 6-year plan consisting of four years of high school plus two years of college preparation for the workforce.

TECH PREP ARTICULATION

Competency-based course articulation included in Tech Prep educational plans.

TRANSFER

A student who subsequently enrolls in a different postsecondary institution, usually a university or four-year college.

UIL

University Interscholastic League