



Triton College

Prior Learning Assessment

The credit you deserve!





Prior Learning Assessment

Prior Learning Credit is defined as credit awarded for demonstrated college-level learning gained through work, traditional and nontraditional educational experiences, and other life experiences. The learning must be relevant to the student's selected course of study at Triton College. Prior Learning Credit may be awarded through one or more of the following means:

- Advanced Placement
- College Level Examination Program
- DANTES Subject Standardized Tests
- Military Experience
- Portfolio Evaluations
- Proficiency Examinations
- Transfer Credit

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ADVANCED PLACEMENT

Students may be granted college credit through successful performance on any of the advanced placement tests of the College Board. Students are responsible for submitting the scores to the Record Evaluator's Office and for petitions requesting the granting of such credit. Credit awarded in this manner will be added to the semester hours earned but not the semester hours attempted or the grade points. Students must score the required score set by the department.

Students planning to transfer as part of the Illinois Articulation Initiative (IAI) should note that passing scores on appropriate AP exams may be used to fulfill general education core requirements for students only if an Associate in Arts or an Associate in Science degree is earned prior to transfer.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

Triton College follows the guidelines of the Illinois Community College Board in accepting credit from the general examinations of College Level Examination Program.

DANTES SUBJECT STANDARDIZED TESTS (DSST)

The DSST Program is an extensive series of 38 examinations in college subject areas that are comparable to the final or end-of-course examinations in undergraduate courses. The American Council on Education (ACE) recommends three semester hours of credit per test. Acceptance of DSST credit is subject to departmental approval.

MILITARY EXPERIENCE

The college follows the recommendation of ACE in granting four semester hours of undergraduate credit in physical education and two semester hours of credit for health education received in basic training. In addition, courses completed in training may also be accepted for college credit.

PROFICIENCY EXAMS

Academic credit or advanced placement may be granted following either a review of the content of specific courses or a proficiency examination in compliance with individual departmental policies. All credits or advanced placement awarded are subject to approval by the department chairperson and the appropriate dean. Students should contact the department to determine if a proficiency exam is available in the area of study.

PORTFOLIO EVALUATIONS

Students with work experience, military experience, academic experience or certification that translates into having mastered the content of a Triton course may apply to receive credit in accordance with departmental policy.

TRANSFER CREDIT

Students may be allowed to transfer courses taken at a Higher Learning Commission or other regionally accredited institution of higher learning with a grade of "C" or above. Students interested in transferring a grade of "D" should contact the Records Department for additional information. Official transcripts must be submitted to the Records Department for evaluation.

Policy and Procedures

Students who are seeking academic credit for courses completed at other institutions or through Prior Learning Assessment must be currently enrolled in a degree or certificate program. Students must adhere to the Triton College residency requirements for graduation with a degree or certificate. To meet the residency requirements, students must complete 15 of the last 18 credit hours for a degree and 50 percent of the credit hours for a certificate, including the last six hours. The following conditions apply:

- Only those credits that are applicable to the student's curriculum at Triton College will be accepted.

Requests for exceptions to this policy must be submitted in writing to the dean of Enrollment Services.

TRANSFER CREDIT

Students who completed courses at a regionally accredited institution of higher learning with a grade of "C" or above must submit official transcripts to the Records Department for evaluation. Students interested in transferring a grade of "D" should contact the Records Office for additional information. The following guidelines apply:

- Students must be currently enrolled in courses at Triton before the transcripts can be evaluated.
- To request evaluation of a transcript for Triton credit, students must complete a general petition form and submit it to the Records Department.
- While students may be awarded Triton credit for grades of "C" or higher, the grades earned from transferred credit will not be included in the Triton GPA. If students with a grade point average below 2.0 elect to transfer courses with grades of "D", the grades will be included in the Triton College GPA.

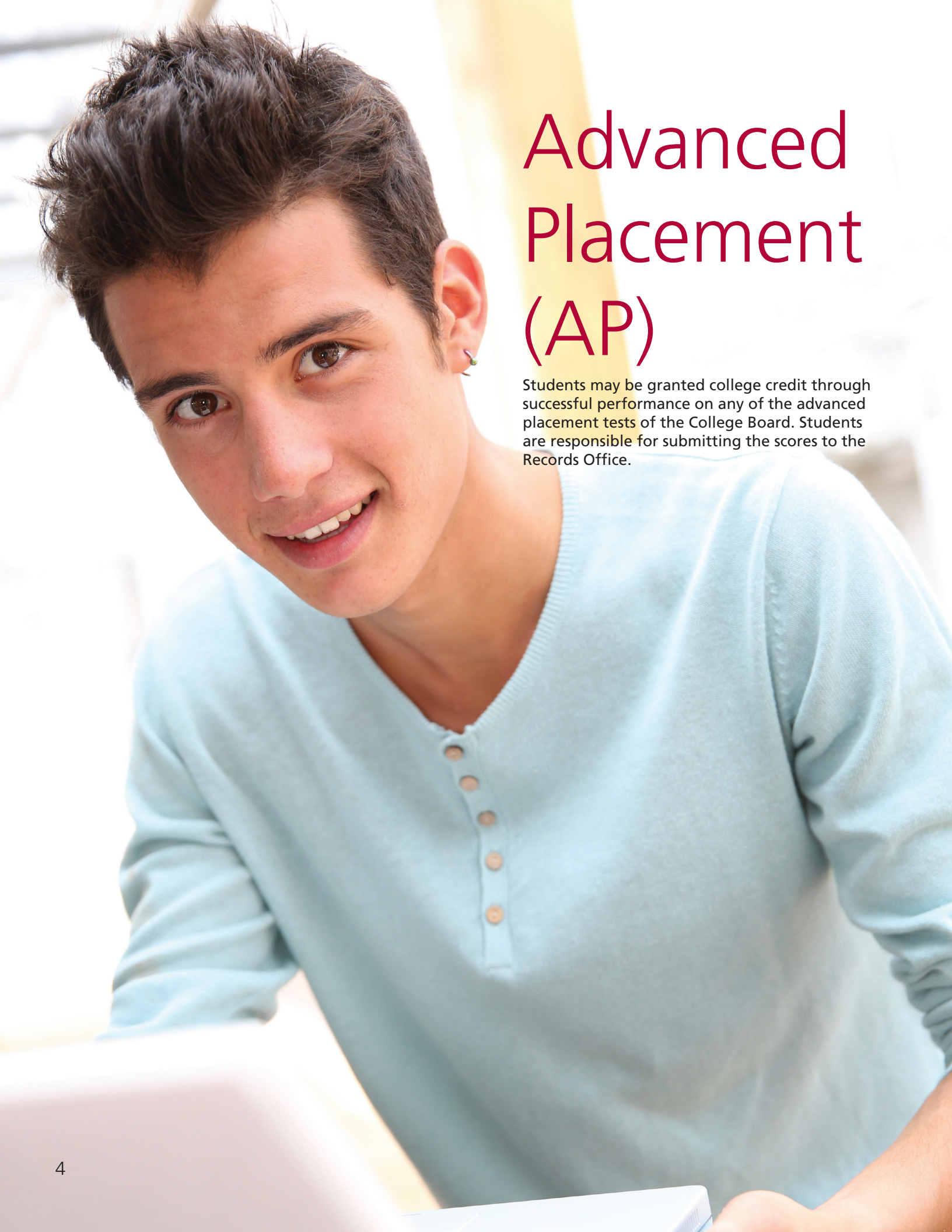
STANDARDIZED TESTS

Students seeking academic credit or advanced placement based on an approved AP, CLEP or DSST exam must:

- Request that the awarding agency (e.g., College Board) send an official copy of the scores directly to Triton College. Credit will be evaluated and applied to the student's transcript as appropriate. The Records Office will notify students when the request for credit has been processed.
- Complete the application, pay the required fee and submit the application to the Records Office.
- If credit is granted, the Records Office will provide written notification to the students.

Use of standardized tests is subject to institutional approval.



A young man with dark, wavy hair and a light blue sweater is looking at a laptop screen. He has a slight smile and is looking directly at the camera. The background is bright and out of focus.

Advanced Placement (AP)

Students may be granted college credit through successful performance on any of the advanced placement tests of the College Board. Students are responsible for submitting the scores to the Records Office.

The following table illustrates how Advanced Placement scores are evaluated for credit at Triton College.

| AP EXAM TITLE | MINIMUM SCORE | TRITON EQUIVALENT | CREDIT HOURS |
|-------------------------------------|---------------|---------------------------------------|--------------|
| Arts | | | |
| Art History* | 3 | ART 111 or ART 112 | 3 |
| Art Studio 2D Design* | 3 | ART 119, ART 118, VIC 100, or VIC 162 | 3 |
| Art Studio 3D Design* | 3 | ART 120, ART 135, ART 136, or ART 151 | 3 |
| Art Studio Drawing* | 3 | ART 117 or ART 118 | 3 |
| Music Theory* | 3 | CR in Music Electives | 2 to 3 |
| English | | | |
| English Language and Composition | 3 | RHT 101 and RHT 102 | 6 |
| English Literature and Composition | 3 | RHT 101 and ENG 105 | 6 |
| Foreign Languages | | | |
| Chinese Language and Culture | 3 | CHN 101 | 4 |
| | 4 | CHN 101 and 102 | 8 |
| Italian Language and Culture | 3 | ITL 101 | 4 |
| | 4 | ITL 101 and ITL 102 | 8 |
| Japanese Language and Culture** | 3 | Generic elective credit | 4 |
| | 4 | Generic elective credit | 8 |
| Latin** | 3 | Generic elective credit | 4 |
| | 4 | Generic elective credit | 8 |
| French Language and Culture** | 3 | Generic elective credit | 4 |
| | 4 | Generic elective credit | 8 |
| German Language and Culture** | 3 | Generic elective credit | 4 |
| | 4 | Generic elective credit | 8 |
| Spanish Language and Culture | 3 | SPN 101 | 4 |
| | 4 | SPN 101 and SPN 102 | 8 |
| Spanish Literature and Culture | 3 | SPN 101 | 4 |
| | 4 | SPN 102 | 4 |
| Mathematics | | | |
| Calculus AB | 3 | MAT 131 | 5 |
| Calculus BC | 3 | MAT 131 | 5 |
| Statistics | 3 | MAT 170 or ECO 170 | 3 or 4 |
| Sciences | | | |
| Biology*** | 3 | BIS 100 or BIS 101 | 4 |
| | 4 | BIS 150 | 4 |
| Chemistry | 3 | CHM 140 | 5 |
| Computer Science A | 3 | CIS 121 | 3 |
| Computer Science Principles | 3 | CIS 102 | 3 |
| Environmental Science | 3 | BIS 105 | 4 |
| Physics 1 | 3 | PHY 101 | 5 |
| Physics 2 | 3 | PHY 102 | 5 |
| Physics C Mechanics | 3 | PHY 106 | 4 |
| Physics C Electricity and Magnetism | 3 | PHY 107 | 4 |
| Social Sciences | | | |
| Macroeconomics | 3 | ECO 102 | 3 |
| Microeconomics | 3 | ECO 103 | 3 |
| US Government and Politics | 3 | PSC 150 | 3 |
| US History | 3 | HIS 151 | 3 |
| | 4 | HIS 151 and HIS 152 | 6 |
| European History | 3 | HIS 121 | 3 |
| | 4 | HIS 121 and HIS 122 | 6 |
| Human Geography | 3 | GEO 104 | 3 |
| Psychology | 3 | PSY 100 | 3 |
| World History | 3 | HIS 141 | 3 |
| | 4 | HIS 141 and HIS 142 | 6 |

* The department will need to evaluate the student's work, portfolio, or projects individually.

** Generic elective credits will be awarded in foreign languages.

*** Course credits for either BIS 100 or BIS 101 depending on the student's degree or program of study.

College-Level Examination Program (CLEP)

Triton College is an approved testing site for the College-Level Examination Program (CLEP) offered through the College Board. The College Board program offers more than 30 exams for credit. Students may be awarded college credit by earning the minimum required score. The CLEP is offered by appointment.

- Interested students should contact the Testing Center at (708) 456-0300, Ext. 3252, to request review materials and/or schedule an exam.
- The cost of each exam is \$107. Go to <http://clep.collegeboard.org/register/exam> to create an account and pay \$87 for your CLEP exam. You must bring your CLEP registration ticket on the day of your exam. There is a \$20 per test service fee payable to Triton College with cash, check, credit card or money order.
- Students will receive the official test results from the College Board within two weeks.
- Students seeking CLEP credit at Triton College must submit a general petition for the equivalent course to be posted on their transcript.
- Students may earn a maximum of 30 credit hours through this program.
- Individual departmental policies may apply to the use of CLEP credit. Students are encouraged to meet with a counselor or the department chair/coordinator to determine applicability as program prerequisites.
- Students must present one form of personal identification on test day in order to be admitted to the testing room. Identification must be a government-issued photo bearing ID. The ID must include your name, signature, a recognizable photograph and must be in the English language.
- Triton College cannot guarantee that CLEP credit awarded will be accepted by a transfer institution.

Triton College currently accepts and awards credit for a passing score for the following CLEP examinations:

| Test Title | Passing Score | Equivalent Course | Credits Awarded |
|---|----------------------|--------------------------|------------------------|
| American Government | 50 | PSC 150 | 3 |
| American Literature | 50 | ENG 113 or ENG 114 | 3 |
| Biology | 50 | BIS 100 or BIS 101 | 4 |
| Calculus | 50 | MAT 131 | 5 |
| College Algebra | 50 | MAT 110 | 5 |
| College Composition - Level I | 50 | RHT 101 | 3 |
| College Composition - Level II | 75 | RHT 101 and RHT 102 | 6 |
| College Mathematics | 50 | MAT 102 | 3 |
| Financial Accounting | 50 | ACC 101 | 3 |
| History of the United States I | 50 | HIS 151 | 3 |
| History of the United States II | 50 | HIS 152 | 3 |
| Human Growth and Development | 50 | EDU 206 | 3 |
| Humanities | 50 | HUM 104 or HUM 105 | 3 |
| Information Systems and Computer Applications | 50 | CIS 101 | 3 |
| Introduction to Business Law | 50 | BUS 161 | 3 |
| Introduction to Educational Psychology | 50 | EDU 215 | 3 |
| Introductory Psychology | 50 | PSY 100 | 3 |
| Introductory Sociology | 50 | SOC 100 | 3 |
| Natural Science | 50 | BIS 100 and PHS 141 | 8 |
| Pre-Calculus | 50 | MAT 111 | 5 |
| Principles of Macroeconomics | 50 | ECO 102 | 3 |
| Principles of Microeconomics | 50 | ECO 103 | 3 |
| Principles of Management | 50 | BUS 150 | 3 |
| Principles of Marketing | 50 | BUS 127 | 3 |
| Spanish Language - Level I | 50 | SPN 101 and SPN 102 | 8 |
| Spanish Language - Level II | 70 | SPN 103 and SPN 104 | 8 |
| Western Civilization I | 50 | HIS 121 | 3 |
| Western Civilization II | 50 | HIS 122 | 3 |



OTHER CLEP TESTS AVAILABLE:

Analyzing and Interpreting Literature
English Literature
French Language
German Language
Social Science and History
Chemistry

Application of CLEP general exam credit

| CLEP - General exam credit* | Triton credit awarded for CLEP general exam |
|--|--|
| English Composition six semester hours credit | Three to six semester hours credit will be applied to communications general education requirements. If the student has completed RHT 101◊ or RHT 102◊, three semester hours of CLEP will be awarded. If the student has completed both RHT 101◊ and RHT 102◊, no CLEP credit will be awarded. |
| Humanities and Fine Arts six semester hours credit | Three to six semester hours credit will be applied to humanities general education requirements or electives. |
| Mathematics six semester hours credit | Three to six semester hours credit will be applied to mathematics general education requirements or electives. |
| Physical and Life Science** six semester hours credit | Three to six semester hours credit will be applied to science general education requirements or electives. |
| Social and Behavioral Science six semester hours credit | Three to six semester hours credit will be applied to social and behavioral science general education requirements or electives. |

*Students who earn six semester hours of CLEP credit in any of the five general exam areas are advised to enroll in advanced or specialized courses, as the freshman level or introductory courses may be repetitive. Students should consult with a counselor or an enrollment facilitator before registration.

**Students may not substitute CLEP credit toward a laboratory science course requirement.

◊ Articulated course.

DANTES Subject Standardized Tests (DSST)

The DSST Program offers examinations in 38 areas. Interested students should contact Assessment Services at (708) 456-0300, Ext. 3252, to schedule an exam.

- Students will be assessed a fee of \$105 per test (\$85 payable to DSST with credit card and \$20 service fee payable to Triton College with cash, credit card, check or money order).
- Students may test out of a maximum of 30 credits of college courses using the DSST Exam. If a CLEP exam is available in the subject, students must take the CLEP Exam.
- Students seeking DSST credit at Triton College must submit a General Petition for the equivalent course to be posted on their transcript.
- Individual departmental policies may apply to the use of DSST credit. Students are encouraged to meet with a counselor or the department chair/ coordinator to determine applicability as program prerequisites.
- The test is free for military personnel taking the test for the first time.
- All test-takers must present current and valid picture identification such as a driver's license, passport, or picture student identification card. Expired identification is not acceptable.
- Test-takers must wait one month (30 calendar days) from their last test date to retest on the same DSST title(s). Any attempts to retest on the same title in less than the specified time will automatically generate an "Invalid" Score Report. This will cause the test-taker to wait an additional 30 calendar days.
- Triton College cannot guarantee that DSST credit awarded will be accepted by a transfer institution.

Triton College currently accepts and awards credit for a passing score for the following DSST examinations:

(Bold = Revised Exams; revised exams are different versions of the exam and have different scoring systems for each version.)

| Test Title | Passing Score | Equivalent Course | Credits Awarded |
|--|------------------|--------------------|-----------------|
| Social Science | | | |
| A History of the Vietnam War | N/A | No Course | N/A |
| Art of the Western World | 48 | ART 111 | 3 |
| Civil War and Reconstruction | 47 | HIS 210 | 3 |
| Criminal Justice | 49 or 400 | CJA 111 or CJA 121 | 3 |
| Foundations of Education | 46 | EDU 207 | 3 |
| Fundamentals of Counseling | N/A | No Course | N/A |
| General Anthropology | 47 | ANT 103 | 3 |
| Introduction to Geography | 48 | GEO 104 | 3 |
| Intro to Law Enforcement | 45 | CJA 111 | 3 |
| Life Span Development Psychology | 46 | EDU 206 | 3 |
| History of the Soviet Union | N/A | No Course | N/A |
| Substance Abuse | N/A | No Course | N/A |
| Business | | | |
| Business Ethics & Society | 400 | HUM 126 | 1 |
| Business Math | 48 or 400 | BUS 146 | 3 |
| Human Resource Management | 46 | BUS 200 | 3 |
| Introduction to Business | 46 or 400 | BUS 141 | 3 |
| Organizational Behavior | 48 | PSY 201 or PSY 245 | 3 |
| Personal Finance | 46 or 400 | BUS 113 | 3 |
| Principles of Finance | 46 or 400 | BUS 112 | 3 |
| Principles of Supervision | 46 or 400 | BUS 150 | 3 |
| Management Information Systems | 46 or 400 | CIS 220 | 3 |
| Money and Banking | 48 | ECO 150 | 3 |
| Physical Science | | | |
| Astronomy | 48 | AST 101 | 4 |
| Environmental Science | 46 | BIS 105 | 4 |
| Health and Human Development | 48 or 400 | HTH 104 | 2 |
| Principles of Physical Science | 47 | PHY 100 | 4 |
| Introduction to Geology | N/A | No Course | N/A |
| Technology | | | |
| Fundamentals of Cybersecurity | N/A | No Course | N/A |
| Introduction to Computing | 45 or 400 | CIS 101 | 3 |
| Technical Writing | 46 | BUS 188 | 3 |
| Ethics in Technology | N/A | No Course | N/A |
| Humanities | | | |
| Ethics in America | 46 or 400 | PHL 103 or PHL 106 | 3 |
| Intro to World Religions | 48 or 400 | PHL 105 | 3 |
| Principles of Advanced English Composition | N/A | No Course | N/A |
| Principles of Public Speaking | 47 | SPE 101 | 3 |
| Mathematics | | | |
| Fundamentals of College Algebra | 47 or 400 | MAT 110 | 5 |
| Math for Liberal Arts | N/A | No Course | N/A |
| Principles of Statistics | 48 or 400 | MAT 170 | 3 |



Proficiency Examinations

Students may earn academic credit or advanced placement in a participating program. Students interested in pursuing proficiency credit should contact the program coordinator to determine applicability and/or to arrange testing. Students may receive a list of courses for which credit by examination is awarded from the Assessment Services Department or the specific academic department.

- Students must pay a \$50/credit hour fee for credit awarded through the proficiency exams not to exceed 50 percent of the tuition rate of the course if regularly enrolled.
- Students should complete at least six credit hours at Triton College prior to having proficiency credit applied to their transcript.
- Currently, the Triton College Testing Center has proficiency tests for Chemistry 110, Music 100 and Music 105. The Visual Communications Department gives proficiency credit for certain classes based on a student's prior learning experience. Please contact the academic department to determine proficiency credits are applicable for other classes not available at the Testing Center.
- If students receive approval to waive certain courses, they may be required to take additional courses in order to receive the required number of college credits.
- Triton College cannot guarantee that credit awarded through proficiency exams will be accepted by a transfer institution.



Portfolio Evaluation

Triton College partners with the Council for Adult and Experiential Learning (CAEL) to provide credit for prior learning/portfolio evaluations. CAEL has served thousands of adult learners across the nation and supports the preparation and compilation of prior learning portfolios. CAEL offers two courses: CAEL 100 and DIY (Do-it-Yourself: Develop your Portfolio for College Credit) to guide students in the development of a portfolio that documents prior learning.

For additional information about CAEL, please visit their website at www.learningcounts.org.

- **CAEL 100** is a structured, six-week online course that carries a three-credit-hour ACE recommendation. This course will guide students through the preparation and compilation of all components required for the evaluation of a Learning Portfolio through Learning Counts. CAEL 100 is online, facilitated by an instructor and is six weeks in length. Successful completion of CAEL 100 will result in a credit recommendation of three lower-division credits. Students will also complete their first three-credit portfolio and submit it for assessment for no additional fee. Additional portfolios may be developed by students during the course for up to six months after the start of the course. The cost of the course is \$625/course enrollment and first portfolio. Each additional portfolio is \$125.
- **DIY (Do-it-Yourself: Develop your Portfolio for College Credit)** is a non-credit, self-directed, interactive online course that guides students step-by-step through the preparation and compilation of components required for portfolio assessment. Students can complete this course on their own time line. After completing the course and their portfolio, students can submit their portfolio for assessment by CAEL-trained faculty assessors with the subject matter expertise. The cost of the course is \$254/course enrollment and first portfolio. Each additional portfolio is \$125.

To allow adequate time for advising and planning, students should put in their application for portfolio evaluation credit as early as possible during their academic career at Triton. It is recommended that the application be put in within the first year of enrollment—within two semesters for full-time students and within the first four semesters for part-time students. Students must earn a minimum of 12 credit hours at Triton College before portfolio application credit can be applied to their transcripts.

Steps for Portfolio Evaluations

Students requesting credit for a Triton course based on work experience, military experience, academic experience, or certification that translates into having mastered the content of a Triton course must:

- Be in good academic standing with a minimum grade point average of 2.0 in order to apply for portfolio evaluation credit.
- Meet with the counselor assigned to the program of interest to discuss individual qualifications.
- Meet with the program coordinator for the program of interest to verify which courses will qualify for credit based on life experiences.
- Sign up with CAEL for portfolio class and submit portfolio to CAEL for evaluation.
- Request transcript to be sent from CAEL to Triton College.

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For additional information on portfolio evaluation, contact the Counseling Office at (708) 456-0300, Ext. 3588.

Triton College cannot guarantee that credit awarded through portfolio evaluations will be accepted by a transfer institution.

Sample Portfolio Guide

There is always some variation in format, but the following table is a very typical portfolio guide.

| Contents | Description |
|---|--|
| Title Page | Name, identification number, contact information and date. |
| Table of Contents | Lists the contents of the portfolio and corresponding page numbers. |
| Goals Statements/Forms Completed Signature of Authenticity | Options: 1. Statement of student's educational goal. 2. Statement on how prior learning assessment relates to educational goal. 3. Statement on courses or outcomes being petitioned for credit. 4. Statement of authenticity and signature. |
| Learning Chronology | Resume, learning chart or learning autobiography demonstrating learning from experience chronologically. |
| Prior Learning Narrative | Learning essay or competency statements demonstrating the match between the student's learning to the college-level outcomes being petitioned. Repeated for each course being petitioned. |
| Index of Documentation | List of documents that verify the learning. |
| Documentation | Documents with captions (if needed to explain document) or artifacts (sample products, such as artwork). Used to verify and support the PLA portfolio essay or narrative statements. |
| Evaluation Forms | Form used by faculty assessor to write the credit recommendation. |

Contact Information

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|--|-----------------------|
| Triton College Main Phone Number | (708) 456-0300 |
| Testing Center | Ext. 3252 |
| Records Evaluators | Ext. 3444/3559 |
| Records Office | Ext. 3041 |
| Counseling Office..... | Ext. 3588 |
| Enrollment Services..... | Ext. 3593 |



WE ARE TRITON.

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Triton College is an Equal Opportunity/Affirmative Action institution.



Triton College
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