

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES

SECTION: III. POSTSECONDARY AFFAIRS

SUBSECTION: L. Continuing Education and Prior Learning

February 2017

The purpose of this policy is to ensure access and opportunities for citizens to continue their education regardless of location, age, and job responsibilities. Colleges and Universities are charged with providing the continuing education programs that address such needs. This policy applies to the University of Idaho, Boise State University, Idaho State University, Lewis-State Clark College, Eastern Idaho Technical College, College of Southern Idaho, College of Western Idaho, and North Idaho College (hereinafter "institutions"). Additionally, this policy establishes the foundation by which institutions shall provide students with opportunities to demonstrate competencies acquired through life experience by developing options for earning credit for prior learning.

1. Definitions

- a. Continuing Education: Educational activities that extend postsecondary opportunities beyond the traditional campus experience and beyond traditional students, through both credit and noncredit programs. The general purpose is to provide access to degree programs for citizens who are place-bound and or working full-time; workforce training; certification programs; and professional development opportunities to enhance lifelong learning, personal development and cultural enrichment of the individual and community.
- b. Prior Learning Assessment (PLA): Established, researched, and validated methods for assessing learning allowing students to demonstrate knowledge, competencies and skills and habits of mind in a particular field and have that learning evaluated for postsecondary credit by appropriate faculty.
 - i. Standardized assessments, including but not limited to:
 - a) College Level Examination Program (CLEP)
 - b) DANES Subject Standardized Test
 - c) UExcel
 - d) Advanced Placement (AP)
 - e) International Baccalaureate (IB)
 - f) Scholastic Aptitude Test (SAT)
 - g) American College Testing (ACT)
 - ii. Credit recommenders, including but not limited to:
 - a) American Council on Education (ACE)
 - iii. Faculty developed assessments, including but not limited to:
 - a) Technical competency credit, consistent with Board Policy III.Y
 - b) Course specific challenge exams
 - c) Locally-evaluated industry and workplace education/training programs
 - d) Portfolio

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- i.v. Credit for Prior Experiential Learning (CPEL): Credit earned as a result of:
- a) Course specific challenge exams
 - b) Portfolio assessments

2. Minimum Standards

a. Continuing Education Activities

- i. Institutions must provide continuing education programs that are aligned with their mission and the needs of their service region(s) as defined in Board Policy III.Z.
- ii. All continuing education activities must be accountable to and monitored by the appropriate undergraduate or graduate organization of the institution (i.e., the curriculum committee, respective administrators, graduate curriculum committee, and faculty council), and approved by the chief academic officer of the institution, or their designee, as meeting their standards.
 - a) All academic credit activities shall be equivalent in quality to comparable instructional courses and programs offered on the campuses of the institutions, especially with respect to:
 - 1) The appointment, orientation, supervision, and evaluation of faculty members in the courses, programs, or activities;
 - 2) Procedures for the approval of courses, programs, or activities;
 - 3) The stature of the curriculum with respect to its organization, appropriateness, level, intellectual demands, instructional contact time, and out-of-class effort;
 - 4) The admission of students, the advising process, and the evaluation of student performance in courses, programs, or activities;
 - 5) The support offered by library, classroom, laboratory, and other resources; the detailed as well as general responsibility for the quality of courses, programs, and activities accepted by the appropriate academic and administrative units on the campus; and
 - 6) The keeping of student records for such activities as admission, academic performance, and transfer credit.
 - b) Non-credit activities and other special programs shall abide by nationally accepted practices:
 - 1) The granting of Continuing Education Units (CEU) for courses and special learning activities is guided by generally accepted norms; based on institutional mission and policy; consistent across the institution, wherever offered and however delivered; appropriate to the objectives of the course; and determined by student achievement of identified learning outcomes.

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- 2) The institution maintains records which describe the number of courses and nature of learning provided through noncredit instruction.
- b. The Administration of Prior Learning Assessments
- i. Prior learning shall be evaluated upon a student's request and be eligible for credit through a PLA if it is demonstrated by successfully passing an appropriately rigorous assessment. CPEL is only awardable to enrolled students.
 - ii. Institutions are responsible for determining how best to implement PLAs within the context of its mission, student needs and academic programs.
 - iii. Institutions shall ensure students have access to the most appropriate and current prior learning assessment methods.
 - iv. Each institution shall: (A) assign oversight of PLAs to its highest ranking Academic Officer or his/her designee; and (B) designate at least one liaison (person or place) to serve as a PLA resource for faculty, administrators, staff and students.
 - v. Idaho's PLA infrastructure shall ensure maximum transferability of credit among the institutions.
 - vi. Institutions shall ensure information technology systems can consistently record and track PLA data, as well as enable accurate reporting.
 - vii. When appropriate, and with approval from the faculty on campus, PLAs shall be made available for approved programs in a consistent, transferable and comparable manner.
 - viii. Institutions shall provide professional development for those faculty members, administrators, and staff working with PLA students to assure high quality, transparency, and consistency in evaluating and awarding credit.
 - ix. Institutions shall integrate the review of institutional PLA practices into existing curricular review cycles and NWCCU Accreditation reviews to maintain their currency and relevance.
 - x. Institutional policies and procedures must include the awarding of credit for education, training or service completed by an individual as a member of the armed forces or reserves pursuant to in Section 33-3727, Idaho Code.

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3. Fees

Fees for continuing education and credit for prior learning shall be assessed consistent with Board Policy Section V.R. and must be based on and reflect the operational costs of administering a PLA. Fees may not be based on the number of credits awarded and shall be made publicly available in a single online location.