

**Idaho State Board of Education**  
**GOVERNING POLICIES AND PROCEDURES**  
**SECTION: III. POSTSECONDARY AFFAIRS**  
**SUBSECTION: L. Prior Learning**

**February 2024**

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This policy establishes the foundation by which institutions shall provide students with opportunities to demonstrate competencies through established assessment processes to earn credit for prior learning. This policy applies to the University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College, College of Eastern Idaho, College of Southern Idaho, College of Western Idaho, and North Idaho College (hereinafter “institutions”).

**1. Definitions**

- a. **Crosswalk:** An equivalency table that identifies how credit for prior learning articulates to direct course equivalencies and general education requirements as provided in Board Policy III.N General Education, or to microcredentials as defined in Board Policy III.E Certificates and Degrees.
- b. **Prior Learning Assessment (PLA):** The process by which an individual’s prior learning is assessed and evaluated for purposes of granting college credit, certification, or advanced standing toward further education or training. There are four generally accepted approaches to PLA and, when properly conducted, all ensure academic quality:
  - i. **National standardized exams in specific disciplines, including but not limited to:**
    - a) College Level Examination Program (CLEP)
    - b) DANTES Subject Standardized Test
    - c) Excelsior College Exams (UExcel)
    - d) Advanced Placement (AP)
    - e) International Baccalaureate (IB)
  - ii. **Challenge exams for local courses at the student’s college or university**
  - iii. **Individualized assessments or experiential learning, particularly portfolio-based assessments whereby students demonstrate learning acquired through experiences including but not limited to:**
    - a) Work or employment
    - b) Employer training programs
    - c) Independent study
    - d) Non-credit courses
    - e) Volunteer or community service
    - f) Travel
    - g) Non-college courses or seminars
    - h) Apprenticeships
  - iv. **Evaluated non-college or non-credit courses and programs, such as:**
    - a) The National College Credit Recommendation Service (NCCRS)

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- b) The American Council on Education's ACECREDIT service and evaluations of corporate and military training
  - c) microcredentials pursuant to Board Policy III.E.
2. Standards
- a. Institutional Policies
    - i. Each institution is responsible for determining how best to implement PLA and should do so within the context of its mission, culture, student needs, academic programs, and career technical education programs.
    - ii. Each institution will ensure students have access PLA methods as deemed appropriate by its faculty.
    - iii. Each institution will provide professional development for faculty members, administrators, and staff working with students to ensure transparency and consistency in evaluating and awarding credit through PLA.
    - iv. 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 Section 33-3727, Idaho Code
    - v. Each institution will track PLA data, including student demographics, credits earned, type of PLA awarded, and associated costs to students.
  - b. Student Eligibility
    - i. To be eligible to earn PLA credits, undergraduate students must be admitted and enrolled in a public Idaho college or university.
  - a. Awarding Credit
    - i. Credit is awarded when a student successfully demonstrates evidence of college-level learning. Credit will be identified on the student's transcript as credit for prior learning.
    - ii. PLA credit will count as course credit and may be applied toward a degree, certificate, or other credential.
    - iii. Each institution shall include in its written policy on PLA the maximum number of credits earned through PLA that can be counted toward a degree or certificate.

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b. Transferability

- i. Once recorded on a student's transcript, PLA credit is transferable among Idaho institutions on the same basis as if the credit had been earned as a regular student at the awarding institution.

c. Fees

- i. Fees for credit for prior learning shall be assessed consistently 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. Fees for transcribing credit shall not be applied for the transcription of credit awarded through the assessment of prior learning. Transcription fees are allowed for Workforce Training courses pursuant to Board Policy Section V.R.
- ii. To ensure transparency for prospective students and students seeking transfer between institutions each institution shall develop and publish in a central location on its website and in other materials clearly stated and understandable policies on credit for prior learning. This information must include the cost and the process for students to pursue credit for prior learning and how credit that is awarded may satisfy course and degree requirements.

3. Crosswalks

- a. Each institution will make available to students crosswalks identifying how credit for AP exams, CLEP exams, or military training will be awarded for common indexed general education courses. Where applicable, institutions will work together to identify areas within the crosswalks where credit for AP exams, CLEP exams, and military training can be applied consistently across institutions for meeting general education requirements. Crosswalks for AP exams, CLEP exams, and military training will include how exams and training are articulated to general education requirements and common indexed courses as provided in Board Policy III.N. For AP and CLEP exams, crosswalks will include minimum scores necessary for awarding credit across all institutions and will adhere to the AP exam credit requirement established in Board policy III.Y. For military training, crosswalks will include how equivalent college credit will be awarded.
- b. Each institution will make available to students crosswalks identifying how credits for microcredentials will be awarded. Crosswalks specific to microcredentials shall be developed in collaboration with the Division of Career Technical Education to assure alignment with the microcredentials platform.