

<b>Prior Learning Assessments/Test Outs</b>	Procedure Number	527
	Effective Date	Nov 11, 2024

**1.0 PURPOSE**

To establish the process by which students may take prior learning assessments/testing out of a course.

**2.0 REVISION HISTORY**

Adopted on:  
 May 1995  
 Reviewed on:  
 September 2014;  
 December 10, 2018  
 October 9, 2024

**3.0 PERSONS AFFECTED**

Students

**4.0 DEFINITIONS**

**5.0 PROCEDURES**


Credit by examination may be obtained through the College Level Examination Program (CLEP), the Advanced Placement Program (AP), ACT Workkeys, Spanish WebCAPE Placement Exam, and DANTES DSST exams. UA-PTC uses the following policies for awarding college credit by examination to students:

1. Students can submit scores from the following test programs: Advanced Placement (AP), ACT Workkeys, College Level Examination Program (CLEP), Computerized Adaptive Placement Exams (CAPE), DANTES Standardized Subject Tests (DSST), Spanish WebCAPE Placement Exam, and International Baccalaureate (IB).
2. Students can successfully pass an available departmental exam administered by a UA-PTC faculty member, if available. These examinations may require written and verbal tests, performance test, portfolio review, or other evaluations administered.
3. Students may present a nationally recognized license or certification to determine if there is a course equivalency for the knowledge required to obtain the license/certification.

UA-PTC uses the following policies for awarding college credit by examination to students:

1. Students must be currently enrolled before credit earned by exam can be posted to a UA-PTC transcript.
2. Students may earn a maximum of 30 hours of credit by examination.
3. The grade awarded for credit by examination is "CR." Credit obtained through these exam programs will not be calculated into the students' grade point average.
4. Credit earned by exam is non-transferable. Student will have to re-submit all scores for re-evaluation to their new institution in the event of a transfer.

Score requirements for standardized tests may be obtained from the Office of Testing Services or on the College’s website.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s):	PTC Board of Trustees Ashley Henry-Saorrano	May 1995 March 13, 2023
Ratified by:	PTC Student Services Mason Campbell, UA-PTC Dean of Student Affairs College Council	Sept 2014 Dec 10, 2018 Nov 11, 2024
Recommended by Chancellor (Signature)		November 19, 2024
UA Policy Alignment:		