



July 1, 2015

**MEMORANDUM**

TO: David Lassner  
President

VIA: John Morton *[Signature]*  
Vice President for Community Colleges

FROM: Peter Quigley *[Signature]*  
Associate Vice President for Academic Affairs

SUBJECT: REQUEST FOR MODIFICATION OF UHCC FEES FOR: CREDIT BY INSTITUTIONAL EXAMINATION FEE AND PORTFOLIO-BASED ASSESSMENT FEES.

UNIVERSITY OF HAWAII  
PRESIDENT'S OFFICE

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RECEIVED

**SPECIFIC ACTION REQUESTED:**

It is requested that the President approve fees for implementation of the Prior Learning Assessment Program:

- 1) Reduce UHCC student fees for Credit by Institutional Exam (CBIE) from 100% of course tuition to 50% of course tuition.
- 2) Establish fees for Portfolio-based Assessment (PBA) because PBA is the newest form of PLA and as such does not have any established fees.

More details about the recommended student fees are included in Attachment A.

**RECOMMENDED EFFECTIVE DATE:**

Change requests will take effect upon approval.

**ADDITIONAL COST:**

- 1) CBIE: This request reduces the present UHCC practice of charging 100% of the course tuition when student request a CBIE. The recommended charge of fifty percent (50%) of course tuition is based on the fact that there is no teaching involved but at the same time ensures that students are committed to the process.
- 2) PBA: Student fees of sixty percent (60%) of course tuition will be used for **assessment** of the evidence of student learning.

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**PURPOSE:**

The purpose of the PLA fees is to help in sustaining the PLA program on each campus and compensating the faculty for the Portfolio- based Assessment.

**BACKGROUND:**

PLA is the process through which students can earn college credit by identifying and documenting college-level learning that has been acquired through life experiences such as military and/or work experience, training, professional certification, independent study, volunteer activities, and hobbies (e.g., astronomy, history, travel, cultural and/or fine arts). The following policies are related to changes in this memo.

- A. Regents Policy RP 6.203 Fees, Chapter 6, Tuition, Financial Assistance, and Fees<sup>1</sup>
- B. UHCCP 5.302 Prior Learning Assessment Program<sup>2</sup>

The UHCC PLA Program redefines four types of course equivalencies in UHCCP 5.302.

Old terms:	New terms:
Various forms of Course Equivalencies	UHCC Policy 5.302 College Credit Equivalency Program, also known as PLA program
Credit by Examination	National Standardized Equivalency Exam
Professional licenses	Non-Collegiate Sponsored Education
Credit by Exam	Credit by Institutional Exam (CBIE)
No old term existed	Portfolio-based Assessment

Proper definitions of PLA terms will allow for consistent implementation within the system. The level of faculty assessment is the basis for student fees. More detailed definitions for these methods of assesment can be found in UHCCP 5.302 Prior Learning Assessment Program.

**Legislation and Consultation:**

For two years, all seven CCs, as well as UH Hilo and UH West O’ahu, have worked as a steering committee and are already collaborating to work out details. Mānoa has joined the committee in February 2015. More details about the collaboration efforts can also be found in UHCCP 5.302.

<sup>1</sup> <https://www.hawaii.edu/policy/?action=viewPolicy&&policySection=rp&policyChapter=6&policyNumber=203>

<sup>2</sup> <http://uhcc.hawaii.edu/OVPCC/policies/index.php>

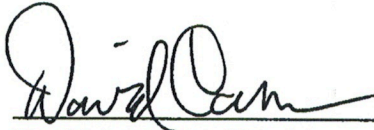
**ACTION RECOMMENDED:**

It is requested that the President approve fees for implementation of the Prior Learning Assessment Program:

- 1) Reduce UHCC student fees for Credit by Institutional Exam (CBIE) from 100% of course tuition to 50% of course tuition.
- 2) Establish fees for Portfolio-based Assessment. Portfolio-based Assessment (PBA) is the newest form of PLA and as such does not have any established fees.

More details about the recommended student fees are included in Attachment A.

APPROVED / DISAPPROVED



David Lassner, President

8/6/15  
Date

Attachment

**Attachment A**

Proposed Student Fees for College-Credit Equivalency/PLA Program

Type of assessment	Current Fee	New Recommendation for UHCC System
UHCC Credit by Institutional Exam (CBIE)	Full Tuition for course	50% Tuition for course (for example, three credits = \$171)*
Portfolio-based Assessment for UHCC	No current fee	60% Tuition for course (for example, three credits = \$205)*

1. PLA Steering Committee recommends multiple options for assessment of prior learning:
  - a. Credit by Institutional Exam - no teaching provided; no tuition. Student is charged only an assessment fee equivalent to 50% of the tuition of the course.
  - b. Portfolio-based Assessment - maximum possible credits is twelve (12) in one academic area; maximum possible credits overall is thirty (30) based on WASC limitations. No teaching provided; no tuition. Student is charged only an assessment fee equivalent to 60% of the tuition of the course. Student may enroll in portfolio-preparation course, which carries a separate fee.
2. Resources available to a student for those assessments include:
  - a. Credit by Institutional Exam – List of Student Learning Outcomes for course and recommended textbook to be used as study guide.
  - b. Portfolio – coaching method or credit course (series of workshops presented by faculty/staff to assist the student with documenting the evidence of learning through a collection of student’s resume, letters from supervisors, professional certificates and narrative essay).
3. Student applies for PBA and pays the **assessment** fee at the time portfolio is ready for submission. This is a non-refundable fee regardless of how many credits are petitioned and/or how many are awarded.
4. Credits awarded from CBIE or PBA are to be recorded on student transcripts as institutional credit.

\*Based on Spring 2015 per credit resident tuition of \$114.00/credit hour