



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
- International Baccaureate (IB)
- College Level Examination Program
- DANTES Subject Standardized Tests
- Military Experience
- Portfolio Evaluations
- Proficiency Examinations
- Transfer Credit

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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.



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.

INTERNATIONAL BACCALAUREATE

Students who score a four or higher on an International Baccalaureate examination will receive ungraded credit toward satisfying core or elective course degree requirements. 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. Please see the college's IB website* for the exact course equivalencies.

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

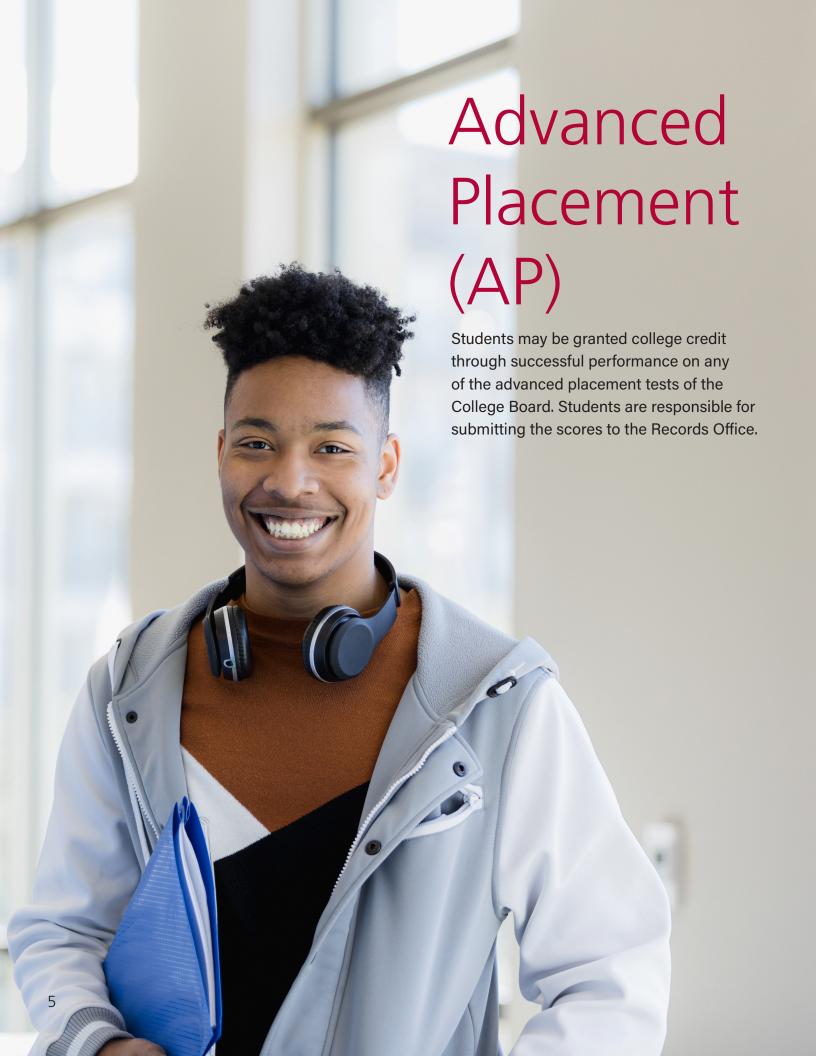
Academic credit or advanced placement may be granted following either a review of the content of specific courses or a proficiency examination in compliance with individual departmental policies. All credits or advanced placement awarded are subject to approval by the department chairperson and the appropriate 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.



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 110	3
Art Studio 2D Design*	3	VIC 100, or VIC 162	3
English			
English Language and Composition	3	RHT 101 and RHT 102	6
English Literature and Composition	3	RHT 101 and LIT 105	6
Foreign Languages			
Chinese Language and Culture	3	CHN 101	4
	4	CHN 101	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**			
French Language and Culture**	4	Generic elective credit	8
French Language and Culture**	3	Generic elective credit	4
	4	Generic elective credit	8
German Language and Culture**			
		Generic elective credit	
Spanish Language and Culture			
		SPN 101 and SPN 102	
Spanish Literature and Culture			
	4	SPN 102	4
Mathematics			
Calculus AB			
Calculus BC			
Statistics	3	MAT 170 or ECO 170	4
Sciences			
Biology***			
Chemistry			
Computer Science A	3	CIS 121	3
Computer Science Principles	3	CIS 101 or CIS 102	3
Environmental Science			
Physics 1			
Physics 2			
Physics C Mechanics			
Physics C Electricity and Magnetism	3	PHY 107	4
Social Sciences			
Macroeconomics			
Microeconomics			
US Government and Politics	3	PSC 150	3
US History	3	HIS 151	3
		HIS 151 and HIS 152	
European History			
		HIS 121 and HIS 122	
Human Geography			
Psychology (Behavioral Science)	2	DCV 100	3
World History			

^{*} 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.

Triton College International Baccaureate (IB)

Students admitted to Triton will be awarded course credit in the amounts indicated below. Official International Baccalaureate (IB) transcripts must be submitted to the Office of Admissions when enrolling at Triton.

- 1. A score of 4 or higher will be granted credit. If an IB course is not listed on the grid below, please contact the Records Office and ask for an evaluation of the score. It will be granted elective credit or equivalent course credit once it is evaluated.
- **2.** There are no grades or quality points associated with the awarding of IB credit at Triton. IB course credit does not impact college GPA.
- **3.** Credit awarded through IB is not allowed for repeatable course credit, or allowed for grade forgiveness for the equivalent course if the equivalent course is also attempted at Triton.

Course equivalencies as of March 2023.

IB Test	Minimum Score	Maximum Score	Triton Course Equivalent (include course title)	Credit Hours
English A: Literature SL	4	7	LIT 105 World Literature	3
English A: Literature HL	4	7	LIT 105 World Literature	3
English A: Language and Literature SL	4	7	LIT 105 World Literature	3
English A: Language and Literature HL	4	7	LIT 105 World Literature	3
Spanish A: Literature SL	4	7	SPN 101 Elementary Spanish I	4
Spanish A: Literature HL	4	5	SPN 101 Elementary Spanish I	4
Spanish A: Literature HL	6	7	SPN 101 Elementary Spanish I and SPN 102 Elementary Spanish II	8
Spanish A: Language and Lit SL	4	7	SPN 101 Elementary Spanish I	4
Spanish A: Language and Lit HL	4	5	SPN 101 Elementary Spanish I	4
Spanish A: Language and Lit HL	6	7	SPN 101 Elementary Spanish I and SPN 102 Elementary Spanish II	8
Spanish A: Literature and Performance SL	4	7	SPN 101 Elementary Spanish I	4
Spanish B SL	4	7	SPN 101 Elementary Spanish I	4
Spanish B HL	4	5	SPN 101 Elementary Spanish I	4
Spanish B HL	6	7	SPN 101 Elementary Spanish I and SPN 102 Elementary Spanish II	8



IB Test	Minimum Score	Maximum Score	Triton Course Equivalent (include course title)	Credit Hours
Chinese B SL	4	7	CHN 101 Elementary Chinese I	4
Chinese B HL	4	7	CHN 101 Elementary Chinese I	4
Italian B SL	4	7	ITL 101 Elementary Italian I	4
Italian B HL	4	7	ITL 101 Elementary Italian I and ITL 102 Elementary Italian II	8
Business Management SL	4	7		
Business Management HL	4	7		
Economics HL	4	7	ECO 102 Macroeconomics or ECO 103 Microeconomics	3
Environmental Systems and Societies SL	4	7	BIS 105 Environmental Biology	4
Geography SL	4	7	GEO 104 Contemporary World Cultures	3
Geography HL	4	7	GEO 104 Contemporary World Cultures	3
Global Politics SL	4	7	PSC 184 Global Politics	3
Global Politics HL	4	7	PSC 184 Global Politics	3
History: SL	4	7	HIS 151 History of the United States to 1877 or HIS 152 History of the United States Since 1877	3
History: HL	4	7	HIS 151 History of the United States to 1877 or HIS 152 History of the United States Since 1877	3
Philosophy SL	4	7	PHL 101 – Intro to Philosophy	3
Philosophy HL	4	7	PHL 101 – Intro to Philosophy	3
Psychology SL	4	7	PSY 100 – Intro to Psychology	3
Psychology HL	4	7	PSY 100 – Intro to Psychology	3
Social and Cultural Anthropology SL	4	7	ANT-103-001 – Cultural Anthropology	3
Social and Cultural Anthropology HL	4	7	ANT-103-001 – Cultural Anthropology	3
World Religions SL	4	7	PHL 105 – World Religions	3
World Religions HL	4	7	PHL 105 – World Religions	3

IB Test	Minimum Score	Maximum Score	Triton Course Equivalent (include course title)	Credit Hours
Biology SL	4	7	BIS 100 General Biology	4
Biology HL	4	7	BIS 150 Principles of Biology I	4
Chemistry SL	4	7	CHM 110 Fundamentals of Chemistry	4
Chemistry HL	4	5	CHM 140 General Chemistry I	5
Chemistry HL	6	7	CHM 140 General Chemistry I and CHM 141 General Chemistry II	10
Physics SL	4	7	PHY 100 General Physics	4
Physics HL	4	5	PHY 101 General Physics (Mechanics, Heat & Sound)	5
Physics HL	6	7	PHY 101 General Physics (Mechanics, Heat & Sound) and PHY 102 General Physics (Electricity, Magnetism, Optics & Modern Physics)	10
Mathematics SL	4	7	MAT 102 Liberal Arts Mathematics	3
Mathematics HL	4	7	MAT 102 Liberal Arts Mathematics	3
Mathematical Studies SL	4	7	MAT 102 Liberal Arts Mathematics	3
Mathematical Studies HL	4	7	MAT 102 Liberal Arts Mathematics	3
Further Mathematics HL	4	7	MAT 102 Liberal Arts Mathematics	3
Sports Exercise & Health Science SL	4	7	PED 153 Foundations of Exercise	3
Computer Science SL	4	7	CIS elective	3
Computer Science HL	4	7	CIS elective	3
Information Technology in a Global Society (ITGS) SL	4	7	CIS elective	3
Information Technology in a Global Society (ITGS) HL	4	7	CIS elective	3
Film SL	4	7	MCM 151 Cinema Appreciation	3
Film HL	4	7	MCM 151 Cinema Appreciation	3
Visual Arts	4	7	Review of portfolio by VIC/ VPCA Department Chairs will be used to determine Triton College equivalency	3

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 \$90. Go to http://clep. collegeboard.org/register/exam to create an account and pay \$90 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
Biology	50	BIS 100 or BIS 101	4
Calculus	50	MAT 131	5
College Algebra	50	MAT 110	3
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	4
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	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 100	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 Art of the Western World Civil War and Reconstruction Criminal Justice Foundations of Education Fundamentals of Counseling General Anthropology Introduction to Geography Intro to Law Enforcement Life Span Development Psychology History of the Soviet Union Substance Abuse	N/A N/A N/A 49 or 400 46 N/A 47 48 45 46 N/A N/A	No Course No Course No Course CJA 111 EDU 207 No Course ANT 103 GEO 104 CJA 111 EDU 206 No Course No Course	N/A 3 N/A 3 3 N/A 3 3 3 N/A N/A
Business Business Ethics & Society Business Math Human Resource Management Introduction to Business Organizational Behavior Personal Finance Principles of Finance Principles of Supervision Management Information Systems Money and Banking	N/A 48 or 400 46 46 or 400 48 46 or 400 46 or 400 46 or 400 N/A 48	No Course BUS 146 BUS 200 BUS 141 PSY 201 BUS 29 BUS 212 BUS 150 No Course ECO 150	N/A 3 3 3 3 3 3 3 N/A 3
Physical Science Astronomy Environmental Science Health and Human Development Principles of Physical Science Introduction to Geology	48	AST 101	4
	46	BIS 105	4
	48 or 400	HTH 104	3
	47	PHY 100	4
	400	GOL 101	4
Technology Fundamentals of Cybersecurity Introduction to Computing Technical Writing Ethics in Technology	N/A	No Course	N/A
	45 or 400	CIS 101	3
	N/A	No Course	3
	N/A	No Course	N/A
Humanities Ethics in America Intro to World Religions Principles of Advanced English Composition Principles of Public Speaking	46 or 400	PHL 103	3
	48 or 400	PHL 105	3
	N/A	No Course	N/A
	47	SPE 101	3
Mathematics Fundamentals of College Algebra Math for Liberal Arts Principles of Statistics	47 or 400	MAT 110	3
	N/A	No Course	N/A
	48 or 400	MAT 170	4



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.
 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 \$825/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.

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

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

Triton College Main Phone Number	(708) 456-0300
Testing Center	
Records Office	
Counseling Office	Ext. 3588
Call Center	Fxt 3130

21 *Updated 3/31/2023.*







