



College Registrar's Office

A.P.P.L.E. APPLICATION GUIDELINES AND PROCEDURE

(Assessment Program for Prior Learning Experience)

General Description

Prairie College recognizes that learning takes place in many ways and in many settings. We developed our A.P.P.L.E. program to assess and grant credit for learning that you have acquired outside the classroom. You may be able to earn credit towards your educational objective for experiential learning from such sources as your employment, ministry and ministry training, military training, volunteer activities, seminars and workshops, and research projects.

Standards

Not all life experiences qualify for college credit. In its assessment, Prairie adheres to the following standards, which are adapted from the book Assessing Learning, sponsored by CAEL (Council for Adult and Experiential Learning).

1. Credit will be awarded only for *learning* from experience, and not for experience itself.
2. College credit will be awarded only for college-level learning.
3. Credit will be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
4. The determination of competence levels and of credit awards will be made by appropriate subject matter and by academic experts (usually, the faculty of the College).
5. Credit will be appropriate to Prairie's academic context.

Restrictions

Credit will not be awarded by this process for

- a) Courses you got credit for by other means (e.g. transfer),
- b) Courses you failed at P.C. (whether in the classroom or by D.E.).

You cannot use work, materials, &c. from any P.C. course as part of your APPLE Portfolio for another P.C. course.

Assessment Fee

The assessment charge is \$200 per course you request credit for. The fee will be charged to your account when assessment is complete. Since it is a fee for assessment, not for the award of credit, no part is refundable if you are denied credit for any course(s).

Application procedure

1. Make sure that you have been accepted into an academic program that leads to a diploma, certificate, or degree.
2. If you don't know what classes to apply for: A) List the adult learning experiences you have had outside the classroom. Ask yourself what you learned in each. What level of skill or competence did you reach? What has it prepared you to do? What evidence do you have? (Consult the 'General Description' and 'Standards' sections above.) B) Look at the courses required in your program. Read the catalogue course descriptions and compare the content and goals of each with your learning experiences. C) If you are still uncertain, consult the Registrar.
3. Get syllabi from the teachers of the courses you're interested in. Evaluate your prior learning in the light of each course's objectives. Have you met all or almost all of them? What evidence can you furnish of this?
4. Fill in the APPLE Portfolio Course Sheet for each course.
5. Follow the directions on the Objective Attainment sheet for each objective of each course.
6. Put together the materials listed in #4 and 5 above and deliver them to the Registrar's Office. Make one copy for yourself.
7. Since it may take a considerable amount of time to process a portfolio, submit it well in advance of enrollment in any class you are applying for. If you decide to try for APPLE credit after beginning to attend a class, it is your responsibility to withdraw from the class immediately. Your withdrawal will be processed according to the 'Adding and Dropping Courses' guidelines in the Academic Guide.

Assessment Procedure

1. The Registrar's Office distributes your materials to the teachers of the courses, along with instructions and a copy of the Standards.
2. The teacher returns the materials to the Registrar's Office with a numerical/narrative assessment and a recommendation for grant or denial of credit.
3. If credit is granted, we enter it on your academic record with a P grade; no notation is entered where credit has been denied. The following descriptor is added to the course's title: '—APPLE'.
4. The credit is recorded in a term called 'Year.' Thus, APPLE credit cannot be used for full-time status in any other semester.
5. The portfolio becomes a part of your permanent file. At your request, we will return items you cannot replace.
6. We notify you of the results in writing.
7. You may appeal by following the procedure in the Academic Guide.