

Policy Revision

Policy Title	Credit for Prior Learning Policy		
Policy URL	https://catalog.arizona.edu/policy/courses-credit/credit/credit-prior-learning		
Suggested updates	<p>-Add exception that students may receive up to 30 credits of prior learning toward programs with admission standards that require pre-requisite learning outside of an accredited higher education institution and confirmed by government approved licensure.</p> <p>-Instruct programs requiring pre-requisite learning outside of an accredited higher education institution to request approval through the Division of Undergraduate Education to increase the prior learning credit threshold.</p>		
Rationale for updates	<p>-Select programs, such as the Emergency Services BS, include an admission requirement that applicants must have current certification. Creating this exception in the policy allows this program and future, comparable programs to accept prior learning credit beyond 6 units. The stipulation that these prior learning credits may only be used toward approved programs maintains the current 6-unit limit for students in all other programs.</p>		
Contact Person for Questions	Alex Underwood, Shelley McGrath		
Responsible Unit	Transfer Credit & Articulation	URL	https://transfercredit.arizona.edu/
Career Applicability	<input checked="" type="checkbox"/> Undergraduate <input type="checkbox"/> Graduate <input type="checkbox"/> Law <input type="checkbox"/> Medicine <input type="checkbox"/> Pharmacy <input type="checkbox"/> Veterinary Medicine		
Approvals Granted <i>(for council use only)</i>	UGC Policies Subcommittee	Scheduled: 9/12/2023	Status: Approved 9/12/2023
	Undergraduate Council	Scheduled: 9/26/2023	Status: Approved 9/26/2023
	Graduate Council	Scheduled: XX	Status: XX
	Undergraduate CAAC	Scheduled: 10/24/2023	Status: Approved with updates 10/24/2023
	Graduate CAAC	Scheduled: XX	Status: XX
	Faculty Senate Executive Committee	Scheduled:	Status:
	Faculty Senate	Scheduled:	Status:

Policy Revision Side by Side

Additions in **Green** – Deletions in **Yellow**

Existing Policy	Proposed Edit
<p>Prior Learning is a term educators use to describe learning and experience that an individual often acquires outside of a traditional academic environment. This learning is typically not indicated on a college or university transcript and can be acquired through: non-credit bearing coursework, work experience, workshop participation, in-service training, or involvement in professional organizations. Credit may be awarded for verifiable learning gained through experience—not for the experience itself. Alternatively, students may opt to pursue credit by examination options. This policy pertains to Prior Learning that is not available from one of the credit-by-exam options.</p> <p>If awarded, credit for prior learning will not be calculated in the student's GPA, will not count toward minimum requirements for letter-graded work, cannot duplicate any previously awarded credit, and cannot be used to satisfy University residency requirements.</p> <p>If awarded, credit for prior learning will be distinguishable on a University of Arizona transcript as transfer credit with a grade of pass, as explained on the University of Arizona's grade policy.</p> <h2>Undergraduate Credit</h2> <p>The University of Arizona utilizes the credit recommendations from the American Council on Education (ACE). Prior Learning will be assessed using the following methods:</p> <ul style="list-style-type: none"> • Workforce training documentation, • Portfolios, or • Certification. <p>Undergraduate students must meet the following standards if they are interested in receiving credit for prior learning: they must be admitted</p>	<p>Prior Learning is a term educators use to describe learning and experience that an individual often acquires outside of a traditional academic environment. This learning is typically not indicated on a college or university transcript and can be acquired through: non-credit bearing coursework, work experience, workshop participation, in-service training, or involvement in professional organizations. Credit may be awarded for verifiable learning gained through experience—not for the experience itself. Alternatively, students may opt to pursue credit by examination options. This policy pertains to Prior Learning that is not available from one of the credit-by-exam options.</p> <p>If awarded, credit for prior learning will not be calculated in the student's GPA, will not count toward minimum requirements for letter-graded work, cannot duplicate any previously awarded credit, and cannot be used to satisfy University residency requirements.</p> <p>If awarded, credit for prior learning will be distinguishable on a University of Arizona transcript as transfer credit with a grade of pass, as explained on the University of Arizona's grade policy.</p> <h2>Undergraduate Credit</h2> <p>The University of Arizona utilizes the credit recommendations from the American Council on Education (ACE). Prior Learning will be assessed using the following methods:</p> <ul style="list-style-type: none"> • Workforce training documentation, • Portfolios, or • Certification. <p>Undergraduate students must meet the following standards if they are interested in receiving credit for prior learning: they must be admitted</p>

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<p>to the University, enrolled in a degree program, and need the credit to satisfy a degree requirement.</p> <p>Undergraduate students may receive up to 6 credits maximum, as determined by the appropriate department faculty. In addition, the prior learning credit must be deemed college level by the faculty evaluating the course, and must meet or exceed “C” level work.</p> <p>Further restrictions on Undergraduate prior learning credit:</p> <ul style="list-style-type: none"> • It cannot be used to satisfy course or program pre-requisites or General Education requirements. • It will only count as <u>lower division general elective credit</u>. • In general, credit for prior learning completed over eight (8) years ago may not apply to a student's current degree program unless otherwise approved by the major department (as reflected in the <u>Time Limits</u> policy). <p>Undergraduate Procedure:</p> <p>Students interested in receiving credit for prior learning must first consult with their major Academic Advisor(link is external) for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to the Office of Transfer Credit & Articulation(link is external) for evaluation of credit by the faculty in an appropriate department or college. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant documents, completed work, etc.). The Office of Transfer Credit & Articulation will notify the student on the outcome of the evaluation process.</p> <h2>Graduate Credit</h2> <p>Graduate certificate seeking students may receive 1 credit maximum toward a graduate certificate, as determined by the program Director</p>	<p>to the University, enrolled in a degree program, and need the credit to satisfy a degree requirement.</p> <p>Undergraduate students may receive up to 6 credits maximum, as determined by the appropriate department faculty. In addition, the prior learning credit must be deemed college level by the faculty evaluating the course, and must meet or exceed “C” level work.</p> <p>Approved undergraduate programs who have admission standards requiring prerequisite learning that can be completed outside of an accredited higher education institution and confirmed by government-approved licensure can issue up to 30 credits of prior learning. These credits will only be applicable when a student remains in that academic program and will not count toward the minimum required for other bachelor’s degrees.</p> <p>Further restrictions on Undergraduate prior learning credit:</p> <ul style="list-style-type: none"> • It cannot be used to satisfy course pre-requisites or General Education requirements. • It will only count as <u>lower division general elective credit</u>. • In general, credit for prior learning completed over eight (8) years ago may not apply to a student's current degree program unless otherwise approved by the major department (as reflected in the <u>Time Limits</u> policy). <p>Undergraduate Procedure:</p> <p>Students interested in receiving credit for prior learning must first consult with their major Academic Advisor(link is external) for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to the Office of Transfer Credit & Articulation(link is external) for evaluation of credit by the faculty in an appropriate department or college. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant documents, completed work, etc.). The Office of Transfer Credit & Articulation will notify the student on the outcome of the evaluation process.</p>

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of Graduate Studies. Master's degree seeking students may receive up to 3 credits maximum, as determined by the program Director of Graduate Studies. In addition, the prior learning credit must be deemed graduate level by the Director of Graduate Studies and must meet or exceed "B" level work. Moreover, units earned for prior learning credit are considered "coursework taken outside degree program." Credit earned for prior learning will count against the 12 total units of coursework taken outside of the degree program allowed to apply to the master's degree requirements. [Certificate \(link is external\)](#) and [Master's degree requirements\(link is external\)](#) can be reviewed here.

Further restrictions on Graduate prior learning credit:

- It must be earned through a verifiable non-credit learning opportunity offered by a University of Arizona department, college, or affiliate.
- It cannot be used to satisfy course or program pre-requisites or required, core coursework.
- It will only count as elective credit.
- In general, graduate credit for prior learning completed over four (4) years ago for graduate certificates and six (6) years ago for Master's degrees may not apply to a student's current degree program unless otherwise approved by the program Director of Graduate Studies (as reflected in the [Graduate Time Limitation for Graduate Certificates\(link is external\)](#) and the [Graduate Time Limitation for Master's Degrees\(link is external\)](#) policies).

Graduate Procedure:

Graduate students interested in receiving credit for prior learning must first consult with their faculty advisor or program Director of Graduate Studies for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to Graduate Student Academic Services via [GradPath\(link is external\)](#) Transfer Credit Form for evaluation of credit by the Director of Graduate Studies in an appropriate department or college. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant

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Academic programs who have admission standards requiring prerequisite learning that can be completed outside of an accredited higher education institution and confirmed by government-approved licensure will, upon recommendation of the department faculty, request approval through the Division of Undergraduate Education for the increased threshold of credit for prior learning.

Graduate Credit

Graduate certificate seeking students may receive 1 credit maximum toward a graduate certificate, as determined by the program Director of Graduate Studies. Master's degree seeking students may receive up to 3 credits maximum, as determined by the program Director of Graduate Studies. In addition, the prior learning credit must be deemed graduate level by the Director of Graduate Studies and must meet or exceed "B" level work. Moreover, units earned for prior learning credit are considered "coursework taken outside degree program." Credit earned for prior learning will count against the 12 total units of coursework taken outside of the degree program allowed to apply to the master's degree requirements. [Certificate \(link is external\)](#) and [Master's degree requirements\(link is external\)](#) can be reviewed here.

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- It will only count as elective credit.
- In general, graduate credit for prior learning completed over four (4) years ago for graduate certificates and six (6) years ago for Master's degrees may not apply to a student's current degree program unless otherwise approved by the program Director of Graduate Studies (as reflected in the [Graduate](#)

Existing Policy	Proposed Edit
<p>documents, completed work, etc.). Graduate Student Academic Services will notify the student on the outcome of the evaluation process.</p>	<p><u>Time Limitation for Graduate Certificates(link is external)</u> and the <u>Graduate Time Limitation for Master's Degrees(link is external)</u> policies).</p> <p>Graduate Procedure:</p> <p>Graduate students interested in receiving credit for prior learning must first consult with their faculty advisor or program Director of Graduate Studies for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to Graduate Student Academic Services via <u>GradPath(link is external)</u> Transfer Credit Form for evaluation of credit by the Director of Graduate Studies in an appropriate department or college. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant documents, completed work, etc.). Graduate Student Academic Services will notify the student on the outcome of the evaluation process.</p>

Policy Benchmarking: Credit for Prior Learning

I. Summary

A review of 17 ABOR peer and similar institutions reveals that most institutions do not have a published Prior Learning Assessment/Credit for Prior Learning policy. The University of Illinois-Springfield campus was also included; though not a peer institution like the University of Illinois – Urbana Champaign, it offers a unique way to earn PLA credit.

Materials reviewed include institutional academic catalogs, office of the registrar resources, and student guides. Of the institutions examined, 10 do not provide information on PLA as defined by the University of Arizona (though some institutions consider credit-by-exam to be a form of PLA). 4 institutions do not accept PLA (including ASU), and 4 accept varying types and amounts of PLA.

The institution accepting the highest amount of credit for PLA is Northern Arizona University, which accepts a combined 64 units of credit from PLA, transfer credit, and ACE credit. The University of Illinois-Springfield allows students to earn PLA credit by enrolling in a course to reflect on their chosen prior learning. Students who have completed the course have the opportunity to earn further credit by submitting additional documentation/portfolios.

The University of Arizona is the only institution among those reviewed to have a time limit on when prior learning experience must have been completed (8 years for undergrads, 4 for graduate certificates, and 6 years for Masters students).

No institutions gave specifications/restrictions for PLA as it applies to licensure.

A. How is Prior Learning Assessment (PLA) defined by Institution?

DEFINITION	SEPARATE FROM CREDIT-BY-EXAM?	INSTITUTION
Grants credit:		
Learning and experience acquired outside of a traditional academic environment	Separate	<ul style="list-style-type: none"> University of Arizona
Knowledge gained that could be equated with the learning outcomes of a given course; assessed through portfolio	Separate	<ul style="list-style-type: none"> Pennsylvania State University
Credit may be awarded for verifiable college-level learning gained through workforce or other training experience when credit-by-exam or challenge exam options are not available/ applicable.	Separate	<ul style="list-style-type: none"> Northern Arizona University
Students enroll in a course for reflecting on their chosen experience. After earning credit for the course, they may earn additional credit by submitting further portfolio/documentation.	Separate	<ul style="list-style-type: none"> University of Illinois-Springfield

Students may acquire knowledge, skills, and competencies through experiences that are academic in nature but may not necessarily correspond to a setting in which UW–Madison awards traditional credit.	Separate	<ul style="list-style-type: none"> University of Wisconsin – Madison
<i>Does not grant credit:</i>		
Credit for Prior Learning Includes: <ul style="list-style-type: none"> Advanced Level/Advanced Subsidiary Level (A-Level/AS-Level) Advanced Placement (AP) Basic Military Training (BMT) College-Level Examination Program (CLEP) Departmental Proficiency Exams (Credit-by-Exam) International Baccalaureate (IB) Does not accept credit for life experiences.	Same as Credit-by-Exam	<ul style="list-style-type: none"> University of Maryland
Does not accept PLA	Separate	<ul style="list-style-type: none"> Michigan State University
PLA includes: <ul style="list-style-type: none"> Advanced Placement (AP) International Baccalaureate (IB) Advanced Level Exams (A Level) Advanced Subsidiary Exams (AS Level) Does not accept life/work experiences	Same as Credit-by-Exam	<ul style="list-style-type: none"> University of Washington – Seattle
“Prior Experiential Learning,” is not accepted if not on a transcript from an accredited institution.	Separate	<ul style="list-style-type: none"> Arizona State University
Does not define/reference PLA, only Credit-by-Exam and/or Proficiency/Departmental Examinations	N/A	<ul style="list-style-type: none"> UC Davis UCLA University of Florida University of Illinois – Urbana Champaign University of Iowa University of Minnesota University of North Carolina Ohio State University Texas A&M University University of Texas – Austin

B. How many credits may be granted through PLA?

NUMBER OF CREDITS	INSTITUTION
0	<ul style="list-style-type: none"> • Arizona State University • University of Maryland • Michigan State University • University of Washington - Seattle
3 credits (with opportunity to earn more through portfolio)	<ul style="list-style-type: none"> • <i>University of Illinois- Springfield</i>
Undergraduate: 6 Masters: 3 Graduate certificates: 1	<ul style="list-style-type: none"> • University of Arizona
6 (engineering only; other programs not specified)	<ul style="list-style-type: none"> • University of Wisconsin – Madison
Up to 64 units of combined transfer credits, PLA credit, and ACE credit	<ul style="list-style-type: none"> • Northern Arizona University
Department discretion	<ul style="list-style-type: none"> • University of North Carolina
Not specified	<ul style="list-style-type: none"> • UC Davis • UCLA • University of Florida • University of Illinois – Urbana Champaign • University of Iowa • University of Minnesota • Ohio State University • Pennsylvania State University • Texas A&M University • University of Texas – Austin • University of Wisconsin – Madison

F. Does the Institution accept PLA previously evaluated at other institutions?

POLICY	INSTITUTION
Will re-evaluate any PLA previously awarded	<ul style="list-style-type: none"> ● Northern Arizona University
Will consider previously evaluated PLA to “the greatest extent possible”	<ul style="list-style-type: none"> ● University of North Carolina
No PLA accepted	<ul style="list-style-type: none"> ● Arizona State University ● University of Maryland ● Michigan State University ● University of Washington – Seattle
Not specified	<ul style="list-style-type: none"> ● University of Arizona ● UC Davis ● UCLA ● University of Florida ● University of Illinois – Urbana Champaign ● <i>University of Illinois-Springfield</i> ● University of Iowa ● University of Minnesota ● Ohio State University ● Pennsylvania State University ● Texas A&M University ● University of Texas – Austin ● University of Wisconsin – Madison

G. Does the institution consult American Council on Education (ACE) recommendations?

UTILIZES ACE RECOMMENDATIONS?	INSTITUTION
Yes	<ul style="list-style-type: none"> ● University of Arizona ● Northern Arizona University ● Ohio State University ● Pennsylvania State University
PLA not accepted	<ul style="list-style-type: none"> ● Arizona State University ● University of Maryland ● Michigan State University ● University of Washington – Seattle
Not Specified	<ul style="list-style-type: none"> ● UC Davis ● UCLA ● University of Florida ● University of Illinois – Urbana Champaign ● <i>University of Illinois-Springfield</i> ● University of Iowa ● University of Minnesota ● University of North Carolina ● Texas A&M University ● University of Texas – Austin ● University of Wisconsin – Madison

H. How is PLA notated on the transcript?

NOTATION	INSTITUTION
Same manner as transfer credit	<ul style="list-style-type: none"> ● Pennsylvania State University ● University of Arizona
PLA not accepted	<ul style="list-style-type: none"> ● Arizona State University ● University of Maryland ● Michigan State University ● University of Washington – Seattle
Not Specified	<ul style="list-style-type: none"> ● Northern Arizona University ● UC Davis ● UCLA ● University of Florida ● University of Illinois – Urbana Champaign ● University of Iowa ● University of Minnesota ● University of North Carolina ● Texas A&M University ● University of Texas - Austin ● University of Wisconsin - Madison

II. Full Policy Texts

University of Arizona

<https://catalog.arizona.edu/policy/credit-prior-learning-prior-learning-assessment-policy>

Prior Learning Assessment

Prior Learning is a term educators use to describe learning and experience that an individual often acquires outside of a traditional academic environment. This learning is typically not indicated on a college or university transcript and can be acquired through: non-credit bearing coursework, work experience, workshop participation, in-service training, or involvement in professional organizations. Credit may be awarded for verifiable learning gained through experience—not for the experience itself. Alternatively, students may opt to pursue credit by examination options. This policy pertains to Prior Learning that is not available from one of the credit-by-exam options.

If awarded, credit for prior learning will not be calculated in the student's GPA, will not count toward minimum requirements for letter-graded work, cannot duplicate any previously awarded credit, and cannot be used to satisfy University residency requirements.

If awarded, credit for prior learning will be distinguishable on a University of Arizona transcript as transfer credit with a grade of pass, as explained on the University of Arizona's grade policy.

Undergraduate Credit

The University of Arizona utilizes the credit recommendations from the American Council on Education (ACE). Prior Learning will be assessed using the following methods:

- Workforce training documentation,
- Portfolios, or
- Certification.

Undergraduate students must meet the following standards if they are interested in receiving credit for prior learning: they must be admitted to the University, enrolled in a degree program, and need the credit to satisfy a degree requirement.

Undergraduate students may receive up to 6 credits maximum, as determined by the appropriate department faculty. In addition, the prior learning credit must be deemed college level by the faculty evaluating the course, and must meet or exceed "C" level work.

Further restrictions on Undergraduate prior learning credit:

- It cannot be used to satisfy course or program pre-requisites or General Education requirements.
- It will only count as lower division general elective credit.
- In general, credit for prior learning completed over eight (8) years ago may not apply to a student's current degree program unless otherwise approved by the major department (as reflected in the Time Limits policy).

Undergraduate Procedure:

Students interested in receiving credit for prior learning must first consult with their major Academic Advisor([link is external](#)) for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to the Office of Transfer Credit & Articulation([link is external](#)) for evaluation of credit by the faculty in an appropriate department or college. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant documents, completed work, etc.). The Office of Transfer Credit & Articulation will notify the student on the outcome of the evaluation process.

Graduate Credit

Graduate certificate seeking students may receive 1 credit maximum toward a graduate certificate, as determined by the program Director of Graduate Studies. Master's degree seeking students may receive up to 3 credits maximum, as determined by the program Director of Graduate Studies. In addition, the prior learning credit must be deemed graduate level by the Director of Graduate Studies and must meet or exceed "B" level work. Moreover, units earned for prior learning credit are considered "coursework taken outside degree program." Credit earned for prior learning will count against the 12 total units of coursework taken outside of the degree program allowed to apply to the master's degree requirements. Certificate ([link is external](#)) and Master's degree requirements([link is external](#)) can be reviewed here.

Further restrictions on Graduate prior learning credit:

- It must be earned through a verifiable non-credit learning opportunity offered by a University of Arizona department, college, or affiliate.
- It cannot be used to satisfy course or program pre-requisites or required, core coursework.
- It will only count as elective credit.
- In general, graduate credit for prior learning completed over four (4) years ago for graduate certificates and six (6) years ago for Master's degrees may not apply to a student's current degree program unless otherwise approved by the program Director of Graduate Studies (as reflected in the Graduate Time Limitation for Graduate Certificates(link is external) and the Graduate Time Limitation for Master's Degrees(link is external) policies).

Graduate Procedure:

Graduate students interested in receiving credit for prior learning must first consult with their faculty advisor or program Director of Graduate Studies for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to Graduate Student Academic Services via GradPath(link is external) Transfer Credit Form for evaluation of credit by the Director of Graduate Studies in an appropriate department or college. Prior learning materials should detail the content learned (i.e. hours, subjects, texts, relevant documents, completed work, etc.). Graduate Student Academic Services will notify the student on the outcome of the evaluation process.

Arizona State University

https://catalog.asu.edu/credit_exam

Comprehensive Examinations

A comprehensive examination is intended to permit a student to establish academic credit in a field in which the student has gained experience or competence equivalent to an established university course. Applications are given only for courses listed in the current catalog and only for courses in which a comprehensive examination can serve as a satisfactory measure of accomplishment.

A number of restrictions apply. To be eligible to apply to take a comprehensive examination to establish undergraduate course equivalence, a student must:

1. have earned not more than 60 credit hours through comprehensive, CLEP, International Baccalaureate and Advanced Placement examinations
2. have earned no credit for a duplicate course
3. have earned no credit for a course for which this course is a prerequisite

The decision on the suitability of course material for a comprehensive examination, the development of a comprehensive examination and the administration of an examination are strictly departmental functions. An application is for one course only. The student should complete an application form with the number, title and number of credit hours for the course.

When completed, the application must be approved by the student's advisor and the chairperson of the department responsible for offering the course.

The student must then pay the stated fee for such examinations at cashiering services. The receipt must be taken to the departmental office.

The examination is prepared by the instructor who normally conducts the course, and it is comprehensive in nature and scope. The instructor and other experts designated by the chairperson grade the examination, using letter grades "A+", "A", "A-", "B+", "B", "B-", "C+", "C", "D" or "E". If the grade is "C" or higher, a mark of "Y" is entered on the student's permanent record; otherwise, no entry is made. Credit by examination is indicated as such on the record. The student is notified by mail of the result of the examination. In cases of failure ("D" or "E"), the student is not given an opportunity to repeat the examination.

A student pursuing a second baccalaureate degree may not receive credit by comprehensive examination, but with prior approval of the college the student may use the examination to waive a course requirement if a grade of "C" or higher is earned.

Proficiency examinations

Proficiency examinations and auditions are given:

1. to waive a course requirement
2. to validate certain transfer credits in professional programs
3. to determine a student's ability in a field where competence is an important consideration

Detailed information may be obtained from the dean's office of the college in which the student is registered.

Arizona State University

<https://provost.asu.edu/accreditation/assurance-argument/teaching-and-learning-evaluation-and-improvement-core-component-4a>

Teaching and Learning: Evaluation and Improvement: Core Component 4.A

ASU has formal policies regarding the [transfer of course credit](#). ASU accepts credit for traditional courses that have been successfully completed at other regionally-accredited higher education institutions only after appropriate review. ASU does not accept academic credit for prior experiential learning that is not credited on a transcript from an accredited institution.

Northern Arizona University

<https://www5.nau.edu/policies/Client/Details/1302?wholsLooking=Students&pertainsTo=All&sortDirection=Ascending&page=1>

Undergraduate Transfer Credit and Credit by Exam

UNDERGRADUATE TRANSFER CREDIT

- ACE Alternative Course Credit
- Prior Learning Assessment

- Credit for U.S. Military Service
- The Arizona Course Equivalency Guide (CEG)

CREDIT BY EXAM

- Advanced Placement (AP)
- Cambridge International Exam (CIE)
- Challenge Exams
- College Level Exam Program (CLEP)
- DSST (formerly DANTES Subject Standardized Tests)
- International Baccalaureate Diploma & Certificate Credit (IB)

UNDERGRADUATE TRANSFER CREDIT

To meet the requirements of a particular degree plan, students may use transfer credit from other institutions. Transcripts are required in the transfer credit review process to determine the number of units to be accepted and in the manner they will apply toward satisfying NAU liberal studies, diversity, major, minor and/or certificate requirements. Course equivalencies are established based on the alignment of learning outcomes and timeframe in which the course was taken. While NAU accepts transfer credit units, course grades are not accepted or calculated into the GPA from these courses; i.e. GPA does not transfer.

Credits submitted by students may be considered for acceptance if the institution was accredited and the accrediting body was recognized by the Council for Higher Education Accreditation (CHEA) at the time of the student's enrollment (See CHEA's Directory of Recognized Organizations). Undergraduate credit, from accredited four-year institutions, will be accepted on a credit-unit-for-credit-unit basis (adjusted for semester/quarter terms, if applicable) for college-level courses with grades of "P" (credit awarded), "C," 2.0, or better. The credit accepted for transfer cannot duplicate any previously awarded credit.

Additionally, Northern Arizona University will accept up to 64 transfer credit units from a combination of accredited two-year institutions, prior learning assessment credit, and the American Council on Education (ACE) Alternative Credit Project™. These credits must be college-level with grades of "P" (credit awarded), "C," 2.0, or better. NAU has ABOR approval to accept up to 90 transfer credit hours from a combination of accredited two-year institutions, prior learning assessment credit, and the American Council on Education (ACE) Alternative Credit Project™ for specific degree programs. Program requirements and transfer policies, noted in the academic catalog, for these specific degree program should be reviewed carefully.

Students who transfer from Arizona higher education public institutions will follow the degree requirements in effect at the time the coursework began provided that attendance was continuous (as explained under Catalog to Use for Degree Requirements, Policy #100304).

The Arizona Course Equivalency Guide (CEG), which is part of the AZTransfer.com System, indicates how the universities accept transfer course work (numbered 100 or above) from Arizona higher education public institutions.

Students pursuing a baccalaureate degree at Northern Arizona University who have completed the Arizona General Education Curriculum (AGEC) from an Arizona public or tribal community

college, the Intersegmental General Education Transfer Curriculum (IGETC), or California State University General Education (CSUGE) from a California public community college are considered to have satisfied NAU's Liberal Studies Distribution Blocks and Foundation requirements as well as the US Ethnic and Global Diversity requirements. However, completion of the AGECE, IGETC, or the CSUGE does not satisfy the Junior Writing and Senior Capstone requirements. Students will still need to complete these requirements as part of their undergraduate degree.

Prior Learning Assessment

Prior Learning is a term that refers to learning and experiences an individual acquires outside of the traditional academic environment. This learning is typically not indicated on a college or university transcript and can be acquired through: work experience, workshop participation, in-service training, or involvement in professional organizations.

Credit may be awarded for verifiable college-level learning gained through workforce or other training experience when credit-by-exam or challenge exam options are not available or applicable. Departments will determine the application of prior learning toward major requirements.

Additionally, Northern Arizona University also evaluates and may accept transfer credit for Prior Learning that has previously been evaluated and accepted by a CHEA recognized institution using one of the following methods: workforce training documentation, portfolio of relevant professional work, or official certification. Departments will determine the application of these credits toward major requirements.

Furthermore, Northern Arizona University also utilizes the credit recommendations from the American Council on Education (ACE). An ACE credit recommendation represents college-level equivalencies based on a review of workforce training, military training or occupations, and other sources of learning outside the college classroom, such as national exams and certifications. Departments will determine the application of the ACE credit toward major requirements.

Credit For U.S. Military Service

A student can be awarded an additional 4 units of credit for 18 consecutive months of active duty in the U.S. Armed Forces if terminated under honorable conditions, as documented on the DD214.

Furthermore, a student who has earned a commission in the U.S. Armed Forces may petition the Office of Undergraduate Admissions and Orientation for another additional 12 general elective units.

Please see Military and Veteran Admission for more information.

CREDIT BY EXAM

Students can use the credit-by-exam option to demonstrate discipline-specific proficiency and gain credit for college courses. Students can only use credit-by-exam for courses that the college or department has approved for this option. Some colleges and departments do not permit credit-by-exam, and those that do may limit the availability of courses to be challenged by exam.

Where exams for credit are allowed, they are governed by the general requirements that follow and by the policies of the college or department.

The following requirements apply to all exams for credit.

- Students may earn up to 60 units by exam either at NAU or transferred to NAU from another accredited institution. Credit-by-exam earned at another institution may be re-evaluated using NAU standards.
- Credit-by-exam equivalencies are based on when the exam was taken.
- The same exam may not be repeated within a year of the first attempt.
- Under no circumstances will students be permitted to take an exam for the same course more than twice.
- Credit earned by an exam must not duplicate credit already earned for the same course.
- Credit will not be given for a course that is equivalent to, more elementary than, or substantially overlaps another course where credit has already been received.
 - Courses in Progress: Students who are currently enrolled in a language course, other than English, and want credit for a more introductory course(s), must take the exam for that course before the midterm of the course currently enrolled.
 - Credit earned by exam becomes part of a student's academic record.

NAU will not accept Retrocredit, Challenge, or CLEP exam credit within the 100-200 levels in the primary language of instruction of the student's secondary school [high school] where they graduated.

UC Davis

<https://academicsenate.ucdavis.edu/bylaws-regulations/regulations#528->

Credit by Examination

Academic credit by examination is available to registered students, under the following conditions:

- A. The privilege of taking an examination for credit usually will be granted only to students (undergraduate and graduate) enrolled in UC Davis degree programs who are in good standing and are registered either in the current quarter or semester, or in the spring quarter or semester prior to a summer session in which the examination is taken. (Academic Senate Reg. 540 and 542). Application shall be made on a petition form available from the Registrar. (Am. 6/8/2012)
- B. Credit by examination may be applied for in any course listed in the current General Catalog. The application must be approved by the instructor who will administer the examination and by the dean of the student's college or school, in the case of an undergraduate student, or the Dean of Graduate Studies, in the case of a graduate student. The instructor will specify the examination date.
- C. The application, if approved by the appropriate dean, is forwarded to the Registrar, who issues to the student a permit for the examination and sends notice of the action to the

instructor or examiner by whom the examination is to be conducted. The examination may not be taken until the permit has been issued. (Am. 6/9/81)

- D. Credit by examination is not available (a) if such credit would duplicate credit presented by the student for admission to the University; (b) in elementary courses in a foreign language which is the native tongue of the applicant; or (c) in subjects for which the University has no competent examiner.
- E. Credit earned by examination may not be applied toward satisfaction of the General Education requirement. (En. 10/28/86)
- F. The final result of a student's work in an examination for credit shall be reported to the Registrar in terms of the following grades: A, B, C, D, F, P, NP, S, U. The "I" grade (incomplete) is not acceptable. Optional P/NP or S/U grading is subject to approval by the appropriate dean. (Renum. 10/28/86) (Am. 4/30/2013)

UCLA

<https://catalog.registrar.ucla.edu/Policies-and-Regulations/Academic-Policies/UpperDivision-Tutorial-and-Examination-Credit>

Credit by Examination

Students with high scholastic standing may earn credit for regular UCLA courses by taking examinations rather than enrolling in the courses. This is accomplished by establishing, with a UCLA faculty member, an individual plan of study that may include oral and written work in addition to other requirements. To be eligible, undergraduate students must have completed a minimum of 12 units at UCLA. Graduate students must be registered at the time of the examination and are limited to a maximum of three courses taken in this manner.

The results of these courses are entered on the record in the same way as UC transfer credit, and grade points are assigned. Graduate credit earned by examination may be applied to minimum course requirements for master's degrees but cannot apply to academic residence requirements for master's or doctorate degrees.

Students need approval from the instructor; the department; and the College, school, or dean of the Graduate Division, from whom petitions for credit by examination (with fee) are available.

UCLA

<https://catalog.registrar.ucla.edu/Graduate-Study/Graduate-Admission>

Graduate Admission

Entrance Requirements

U.S. applicants to graduate standing must hold a bachelor's degree from a regionally accredited institution comparable in standard and content to that awarded at the University of California. Degrees granted on the basis, for example, of nonacademic prior learning, test scores, and other than organized supervised coursework in academic subjects are not considered comparable. A scholastic average of 3.0 (B) on a 4.0 scale, or better (or its equivalent if the letter grade system is not used), is required in undergraduate coursework and in any postbaccalaureate study.

See also requirements for international applicants in this chapter.

University of Florida

<https://catalog.ufl.edu/UGRD/academic-advising/exam-credit/#awardofincomingletext>

Exam Credit

- Credit will be awarded only once for the same course, whether from credit by examination, dual enrollment, transfer credit, or UF course credit.
- Credit awarded for acceptable dual enrollment or transfer courses takes precedence over credit by examination.
- If duplicate credit exists among AICE, AP, CLEP, or IB, the exam yielding the most credit will be awarded.

GUIDELINES FOR CREDIT AWARDED BY AICE, AP, CLEP, DLPT, DSST, IB, OR UEXCEL EXAMINATIONS

- A maximum of 45 credit hours may be granted by combining AICE, AP, CLEP, DLPT, DSST, IB, or UEXCEL credit.
- Students beginning in the fall or spring term must have taken the exams and have their scores reported to the university before the end of their first term of enrollment at UF.
- Students who begin in the Summer A term must have taken the exam(s) and had their scores reported to the university before the end of their first Summer B/C term.
- Students who begin in the Summer B term must have taken the exam(s) and had their scores reported to the university before the end of their first fall term.
- If a student submits appropriate scores, UF will grant credit for the UF course(s) that most closely match the content of the exam as determined by the State of Florida. The transcript will reflect the course(s) with grades of P (for Pass). P grades will not be calculated into the student's GPA.
- Equivalent courses earned by examination generally fulfill the same requirements that the UF course fulfills.

University of Florida

<https://catalog.ufl.edu/UGRD/academic-regulations/registration-policies/#transfercredittxt>

Transfer Credit

Credit is awarded for college-level coursework completed at a US institution of higher education accredited by one of the following institutional accreditors or its equivalent from a foreign institution:

- Western Association of Schools and Colleges, Accrediting Commission for Community and Junior Colleges (ACCJC)
- New England Commission of Higher Education (NECHE)
- Higher Learning Commission (HLC)
- Middle States Commission on Higher Education (MSCHE)
- Northwest Commission on Colleges and Universities (NWCCU)

- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC)
- WASC Senior College and University Commission

Courses must be similar in nature and content to courses in the UF undergraduate curriculum to be transferred. Courses that are remedial, technical, vocational, or doctrinal in nature are not transferable to an undergraduate degree. It is the prerogative of the student's UF college to determine how transfer credits apply to a degree. Students should expect to receive 60 transfer credits with an AA degree from a Florida public community/state college.

Junior/senior-level (courses numbered 3000-4000) course requirements for the major must be completed at UF or, with permission of the student's UF college, at another accredited baccalaureate degree-granting institution. Refer to Residence Requirements for additional policy regarding graduation requirements.

University of Illinois – Urbana Champaign

<https://studentcode.illinois.edu/article3/part2/3-203/>

Proficiency Examinations

- A. All Students
 1. Proficiency exams offer students the opportunity to earn academic credit that counts toward degree completion without actually taking the course for which they earn the credit.
 2. Information concerning proficiency examinations may be obtained from the student's college or from the department offering the course for which the student wishes to earn proficiency credit. Except as provided in subsection (3)(D) below, a student must secure the consent of the head or chairperson of the department concerned to take these examinations.
 3. Departmental proficiency examinations may be taken only by the following:
 - a. Students who are currently enrolled for courses on the Urbana-Champaign campus. (A person attending only as an auditor is not considered to be "currently enrolled.") For the purpose of this rule, a student who has completed the work of fall semester or winter session is considered to be "currently enrolled for courses" for fifteen days after the close of the final examination period, including graduating seniors; and a student who has completed the work of spring semester or a summer session is considered to be "currently enrolled for courses" up to the end of the registration period for the following fall semester, including graduating seniors.
 - b. Persons who have been previously registered in a degree program and are currently registered in an online course, or an extramural course offered by the university.
 - c. Persons who are not registered in the university at the time they wish to take a departmental proficiency exam but who are candidates for undergraduate degrees at the University of Illinois who need no more than ten semester hours to complete the requirements for their degrees. (See § 3 204 on special examinations.)
 - d. Students who participate in the proficiency testing sessions offered during New Student Welcome Week, at the beginning of the fall semester, or at the beginning of

the spring semester. Credit earned by this method does not become a part of the student's university record until after the student has completed registration.

4. Departmental proficiency examinations may NOT be taken in the following circumstances:
 - a. To earn credit for a course that has been failed, meaning the student earned a grade of F, FR, or ABS. (See § 3-204 on special examinations.)
 - b. To change to a PS an earned grade that was lower than what the student desired.
 - c. To earn credit for an elementary-level college course which is part of a sequence of courses covering elementary- and intermediate-level material when the student has already received credit, or is scheduled to receive credit, for one or more than one semester of work in the subject.
 5. The grade for proficiency examinations is PS or F.
 - a. A grade of PS is awarded when the student earns at least a C- on the examination. Individual departments may set the minimum passing score for their departmental proficiency exams to be higher than a C-.
 - b. A grade of F is awarded when the student earns lower than a C-, or lower than the department's minimum score. An F is not recorded in the student's official academic record and does not appear on the student's transcript. However, departments may keep internal records and prohibit a student from re-taking the departmental proficiency examination.
 - c. The department that offers a departmental proficiency exam is responsible for submitting PS grades to the Registrar's Office within 4 weeks of the date of the proficiency exam.
 6. Proficiency examinations are generally given at no cost to the student; however, a fee may be charged for proficiency examinations from agencies outside the university.
 7. Students wishing to take a proficiency examination in a subject not offered at the campus at which they are or have been registered, but offered at another campus of the university, may do so upon satisfying the above conditions, provided they obtain approval from their primary campus (the campus at which they were last registered) for concurrent registration prior to taking the examination.
 8. Departments have no obligation to administer proficiency exams to students from other institutions who are not currently enrolled at the University of Illinois, as defined in subsection (a)(3)(A) above.
- B. Undergraduate Students
1. Proficiency examinations for advanced standing are offered in all university courses normally open to freshmen and sophomores.
 2. A student may take proficiency examinations in more advanced undergraduate courses on the recommendation of the head or chairperson of the department and with the approval of the dean of the college in which the department offering the proficiency exam is located.
 3. Proficiency examinations for advanced courses may be taken by graduating seniors at any time designated by the instructor within the time limits of subsection (a)(3)(A) above.

4. Undergraduate students who pass a proficiency examination are given credit toward graduation for the amount regularly allowed in the course, provided such credit does not duplicate credit counted for admission to the university and provided the credit is acceptable in their curriculum.
 5. Credit earned by a proficiency examination does not count toward satisfying the minimum requirement of sixty semester hours of University of Illinois Urbana-Champaign credit. (See § 3-801 for details on the credit requirements for a bachelor's degree.)
- C. Graduate Students
1. Graduate students may satisfy specific requirements by passing proficiency examinations.
 2. Credit earned by passing a proficiency examination cannot be applied toward graduate degrees.

University of Illinois – Springfield

<https://www.uis.edu/ipl/prior-learning-assessment>

Prior Learning Assessment

Prior Learning Assessment (PLA) currently resides in the Internships and Prior Learning (IPL) Department, part of the Office of Engaged Learning.

The Prior Learning Assessment program, part of the Office of Internships and Prior Learning, provides students the opportunity to earn academic credit in recognition of their life-long learning experiences.

IPL 305/501 is an online course that involves substantial reflection, analysis, writing, and editing. During the course, students develop a portfolio to document and qualify their prior learning experience. Academic credit is not awarded on the basis of experience alone; the experience must be shown to have satisfied learning outcomes that are equivalent to one semester of college-level study.

After completing the course, students may have the option to earn additional credit and satisfy additional ECCE requirements by submitting additional portfolios that document college-level learning experiences.

IPL 305 Course Application

For Students

Experiential and lifelong learning is learning that has occurred outside of a traditional classroom. Students may obtain college credit at UIS by presenting their experiential learning for assessment in a portfolio

The Prior Learning Assessment program guides students through the development of this experiential learning portfolio. Students create their first portfolio in IPL 305 Prior Learning Portfolio Development.

Prior Learning also facilitates the assessment process of additional experiential learning portfolios in some majors. Students may create additional portfolios for a total of up to 16 credit hours of experiential learning, depending on the academic program.

Discuss your plans for PLA with your academic advisor or contact IPL at (217) 206-6640 or ipl@uis.edu.

For more information

The Council for Adult and Experiential Learning (CAEL) has been in the forefront in developing ways to assess learning not easily evaluated by traditional techniques. The portfolio model is one approach to assessment. The Office of Internships and Prior Learning adheres to CAEL best practices in prior learning. Credit for coursework completed through non-traditional avenues is a widespread practice at more than 3,500 accredited institutions.

University of Iowa

<https://admissions.uiowa.edu/academics/credit-exam-options>

Credit by Exam Options

Credit by exam allows you to earn college credit before you arrive on campus, which will free up time and money to pursue a double major, an additional minor, and/or a study abroad experience. In some cases, it may also allow you to finish your degree in less than four years.

First-Year Students

The University of Iowa accepts up to 30 hours of credit in some academic areas through the College Level Examination Program (CLEP), the Advanced Placement Program (AP), the International Baccalaureate Program (IB), and the Cambridge International Examinations (CIE).

- Advanced Placement Program (AP)—Iowa accepts credit for more than 30 AP exams. You can earn 3-8 semester hours (s.h.) of credit per test, depending on the subject and your score.
- College-Level Examination Program (CLEP)—Iowa accepts credit for several CLEP exams.
- International Baccalaureate Program (IB)—Iowa accepts credit for several IB higher level exams—depending on the subject and your score.
- General Certificate of Education (GCE)—Iowa accepts credit for many AS and A Level exams from Cambridge Assessment International Education and other providers—depending on the subject and your score.

Transfer Students

AP and CLEP scores from transfer students who have earned less than 12 semester hours of regular class credit should be sent to the university from the testing agency. Credit will be granted using the university's scoring policies. IB and GCE test scores should be sent to the Office of Admissions for evaluation.

The university will validate exam credit from transfer students who bring 12 or more semester hours of regular class credit. In this case, the university will accept CLEP or AP credit and any institutional exams granted by your previous institution.

University of Maryland – College Park

<https://academiccatalog.umd.edu/undergraduate/registration-academic-requirements-regulations/prior-learning/>

Prior Learning Credit (A/S Level, AP, BMT, CLEP, Credit-by-Exam, IB)

The University of Maryland provides students with several opportunities to receive undergraduate credit for knowledge and achievements gained through prior learning/competency-based education. Students may earn up to one-half of the credits required for their baccalaureate degree through Prior Learning Credit (PLC). Usually, this is no more than 60 credits. No more than 30 of these credits can be from College Level Examination Program (CLEP).

The University of Maryland recognizes the following as PLC:

- Advanced Level/Advanced Subsidiary Level (A-Level/AS-Level)
- Advanced Placement (AP)
- Basic Military Training (BMT)
- College-Level Examination Program (CLEP)
- Departmental Proficiency Exams (Credit-by-Exam)
- International Baccalaureate (IB)

All PLC that is awarded credit by the University of Maryland, with the exception of Credit-by-Exam, is recorded as prior learning credit at the top of the student's transcript and will be included in the total number of credits earned. Credits earned through Credit-by-Exam are considered resident credit and posted under the semester in which the exam was taken. Students will not receive credit for both passing an examination and completing an equivalent course.

Students should inform their advisor they have received or anticipate receiving credit for AP, IB, or A-Level/AS-Level exams. This information may impact placement into courses required for their degree.

Credit for AP, IB, A-Level/AS-Level and CLEP is awarded based on the approval of the department overseeing the course content and is subject to ongoing departmental reevaluation.

Even if a student has already been awarded credit for one of these exams at another institution, the credit will be reevaluated by the University of Maryland. The score received on the exam must be equal to the minimum score the University of Maryland accepted at the time the test was taken, otherwise, the exam will not be awarded PLC. The University of Maryland must receive an official score report directly from the organization/board that administered the exam for PLC to be awarded.

Duplicate credit will not be awarded for passing an exam and completing an equivalent course. Credit received in a course at the University of Maryland shall supersede any credit from AP, IB, A-Level/AS-Level, or CLEP. A student who has earned any grade, passing or otherwise, in a course at the University of Maryland shall not subsequently receive credit for that course by AP, IB, A-Level/AS-Level, or CLEP. If a student has been awarded exam credit for an equivalent University of Maryland course in which they have also earned credit, the course from the exam will be

marked on their record as being a repeated course and the credits will be removed from the total number of credits earned. No credit will be awarded for AP, IB, or A-Level/AS-Level exams that are repeated or taken after a student has matriculated to the University of Maryland.

Information about the Prior Learning Credit, including the acceptance and awarding of credit, along with course equivalency charts, can be found online at <http://www.transfercredit.umd.edu/plc.html>. The University of Maryland's policies and procedures for credit for prior learning can be found in policy III-1.41(A) University of Maryland Policy and Procedures Concerning Credit for Prior Learning. The University System of Maryland Policy on Credit for Competency-Based Education and Prior Learning can be found at <https://www.usmd.edu/regents/bylaws/SectionIII/>. Questions regarding PLC should be directed to Transfer Credit Services.

ADVANCED LEVEL/ADVANCED SUBSIDIARY LEVEL (A-LEVEL/AS-LEVEL)

The University of Maryland awards credit for A-Level/AS-Level exams taken through Cambridge International Exams (CIE) or one of the other approved boards. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit, minimum required score and course equivalencies. The year in which the student took the A-Level/AS-Level exam will determine how the University of Maryland awards credit. For example, if a student takes an A-Level/AS-Level exam 2020, the credit awarded is based on the evaluation of the exam during the 2020 year. Students are not permitted to earn credit for both A-Level and AS-Level exams within the same subject areas. Official scores must be sent by CIE or the approved exam board to the University of Maryland. For additional information about A-Level/AS-Level, visit <http://www.transfercredit.umd.edu/plc.html>.

ADVANCED PLACEMENT (AP)

The University of Maryland encourages applicants to seek AP credit so that academically successful students may move forward in their programs at an appropriate pace. However, credit is not awarded for all exams offered by College Board. Credits for AP exams are awarded based on departmental approval when the designated minimum score is earned. All departments reserve the right to reevaluate the content of exams and to change the assignment of credit, minimum required score and course equivalencies. The year in which the student took the AP exam will determine how the University of Maryland awards credit. For example, if a student takes an AP exam in 2020, the credit awarded is based on the evaluation of the exam during the 2020 year. Students need to have their scores sent directly to the University of Maryland from College Board; the University's code is 5814.

BASIC MILITARY TRAINING (BMT)

Students who are currently on active duty or former service members in the United States Armed Forces are eligible to be awarded six credits of lower-level general elective credits. The credits are awarded for the completion of basic physical fitness and basic military science as part of basic military training for the United States Armed Forces.

To qualify, students must have been enrolled as an undergraduate student in the Fall 2013 semester or later, along with one of the following:

- Currently serving as an active duty member in the United States Armed Forces.

- Currently serving as a member of a reserve or National Guard branch of the United States Armed Forces.
- Has been Honorably Discharged from service in the United States Armed Forces.
- Has been Honorably Discharged from a reserve or National Guard branch of the United States Armed Forces.

COLLEGE-LEVEL EXAMINATION PROGRAM (CLEP)

CLEP recognizes college-level competence achieved outside the college classroom. Two types of CLEP tests are available:

- General Examinations - cover the content of a broad field of study
- Subject Examinations - cover the specific content of a college course

Credit is not awarded for all CLEP General and Subject Examinations. CLEP credits are awarded when satisfactory scores are attained. All departments reserve the right to reevaluate the content of exams, and to change the assignment of credit, minimum required score and course equivalencies. The year in which the student took the CLEP exam will determine how the University of Maryland awards credit. For example, if a student takes a CLEP exam in 2020, the credit awarded is based on the evaluation of the exam during the 2020 year. Current University of Maryland students must obtain permission from their advising college prior to taking a CLEP exam. This ensures the CLEP credits are acceptable and will apply toward the student's degree requirements. CLEP exams are administered at approved CLEP testing centers throughout the country. The University of Maryland is an approved CLEP Test Center (Test Center Code: 5814). Students who want to earn credit through CLEP must request their official score reports to be sent to the University of Maryland. The Score Recipient Code is 5814.

DEPARTMENTAL PROFICIENCY EXAMINATION (CREDIT-BY-EXAM)

At the University of Maryland, Credit-by-Exam is comparable to a comprehensive final examination in a course. Although the mathematics department receives the most applications for Credit-by-Exam, other departments may provide opportunities to earn credit for certain courses. Initial inquiry as to whether an examination in a specific course is available should be directed to the academic department which offers the course in question.

Credit-by-Exam may not be taken for courses in which the student has remained registered at the University of Maryland, beyond the Schedule Adjustment Period even with a transcript notation of W.

In order to be considered for Credit-by-Exam, a student must meet the following eligibility criteria:

1. A minimum of 12 (twelve) credit hours completed at the University of Maryland;
2. A minimum grade point average of 2.0;
3. Completion of all prerequisite courses or the approval of the department chairperson (or, in non-departmentalized units, the dean) and the Senior Vice President and Provost.

Note: Requirements 1. and 2. may be waived for students in their first semester at the University of Maryland by the department chairperson and the dean.

The following applies to the grading associated with Credit-by-Exam:

1. A student may cancel the application for credit-by-exam at any time prior to the completion of the examination with no entry on the permanent record.
2. The examination instructor shall make the grade available to the student prior to the formal submission of the grade.
3. A grade of "C-" or better must be obtained to establish credit-by-exam.
4. If a student elects not to have the grade posted, a grade of "W" shall be recorded. No course may be attempted more than once using credit-by-exam.
5. Grades earned using credit-by-exam shall be posted on the transcript as resident credit in the semester the examination was taken and used in computing semester and cumulative grade point averages. Such grades shall be accompanied by the notation "By examination" as applicable.

Credit-by-exam will not be accepted for any part of the final 30 (thirty) semester hours without permission of the Senior Vice President and Provost. With such permission, 6 (six) of the final 30 (thirty) credit hours may be by credit-by-exam. Applications for examinations shall be approved on an individual course basis. The instructor must certify on the report of examination that copies of the examination questions and the student's answers shall be retained in accordance with the University of Maryland's Records and Retention and Disposal Schedule.

If an examination for a course is available, the department will provide information regarding when and where the exam is administered, type of examination, and material which might be helpful in preparing for the examination. Students can apply for a Math CBE by contacting the department (math-ugadvisor@umd.edu). Additional information may be found on their website: <https://www-math.umd.edu/credit-by-exam.html>.

INTERNATIONAL BACCALAUREATE (IB)

The year in which the student took the IB exam will determine how the University of Maryland awards credit. For example, if a student takes an IB exam in 2020, the credit awarded is based on the evaluation of the exam during the 2020 year. Credit is not awarded for all exams offered by IB and is based on departmental approval. All departments reserve the right to reevaluate the content of exams, and to change the assignment of credit, minimum required score and course equivalencies. Students should have their scores sent directly to the University of Maryland from the International Baccalaureate Results Service. The university's code is 001417.

OTHER NON-TRADITIONAL EXPERIENCE

There are some instances of prior learning/competency-based education for which the University of Maryland generally does not award credit. These include, but are not limited to: American Council on Education (ACE), Defense Activity for Non-Traditional Education Support (DANTES), Program on Non-Collegiate Sponsored Instruction (PONSI), StraighterLine, SOPHIA, or departmental credit-by-exam from institutions other than Maryland public institutions of higher education, and life experiences.

APPEALS

Students may contact the Office of the University Registrar to appeal the acceptance of prior learning experiences. For prior learning credit to be awarded during an appeal, the student must

provide evidence that the prior learning experience falls within the level, scope, content and expected learning outcomes of courses offered at the University of Maryland. The determination of the Office of the University Registrar shall be final.

Michigan State University

<https://reg.msu.edu/roinfo/heoanotices.aspx>

Transfer Credits

The University does not award credit for prior learning experiences or experiences from the military.

University of Minnesota

<https://catalogs.umn.edu/sites/catalogs.umn.edu/files/2020-09/UMNTC%20Policies%202020-22.pdf>

Credit for Nationally-Recognized Exams for Undergraduate Students

Students will be awarded credits based on nationally recognized examinations (Advanced Placement [AP] program, the International Baccalaureate [IB] program, and the College-Level Examination Program [CLEP]) when they meet the minimum standards for the campus awarding the credit.

These credits awarded become applicable to a University of Minnesota degree program or certificate program only after the student has been admitted and enrolled as a degree-seeking student or admitted to the certificate program.

Academic unit authorities on each campus have discretion to establish the minimum standards for awarding credits for nationally recognized examinations. In determining these standards, academic unit authorities evaluate the material in the nationally recognized examination. If the material is judged to be substantially similar to that of an existing course, credit will be awarded for that specific course. If the material is judged to be of college level but not substantially similar to an existing course, the academic unit may assign general departmental credits.

Reason for Policy

To provide the opportunity for enrolled undergraduate students to receive credits for nationally recognized exams when the minimum standards, as determined by academic unit authorities, have been met. This policy implements criteria and requirements for accreditation established by the Higher Learning Commission.

University of Minnesota

<https://catalogs.umn.edu/sites/catalogs.umn.edu/files/2020-09/UMNTC%20Policies%202020-22.pdf>

Departmental Exams for Proficiency or Credit for Undergraduate Students

Academic departments have the discretion to offer exams to either demonstrate proficiency or earn course credit. The format of these exams is at the department's discretion (e.g., final

examination, oral tests, written papers or projects). No department is required to offer exams for proficiency or credit.

Eligibility for such exams is limited to currently enrolled, undergraduate, degree-seeking students. Departments may establish further eligibility criteria for an exam for proficiency or credit. A student may not take an exam for credit for a course the student has already completed for any grade basis (i.e., A-F, S-N, or AUD [audit] status) at the University of Minnesota.

Exam to Demonstrate Proficiency

A departmental exam for proficiency may be used to fulfill prerequisites for advanced courses or satisfy other requirements. An exam for proficiency does not yield any course credit or grade. The academic department giving the examination will determine the minimum standards for successful completion of an exam for proficiency.

Exam to Earn Course Credit

A departmental exam for credit may be used to earn credit for a course. The academic department giving the examination will determine the minimum standards for successful completion of exam for credit.

Credit(s) earned by departmental exam do not earn grade point average (GPA) points and are reflected only within the student's cumulative credit totals on the transcript (not within the term in which the student completed the exam).

Credit(s) earned by departmental exam count in the credit total, but do not count toward the minimum number of credits students must earn at the campus from which they are seeking a degree.

Reason for Policy

Departments may wish to have a means of allowing students to demonstrate existing proficiency in a subject without requiring the student to complete coursework.

University of North Carolina

<https://catalog.unc.edu/policies-procedures/credit-evaluation/>

Credit by Departmental Evaluation

Enrolled students who, through individual study or experience, have gained knowledge of the content of undergraduate courses offered by the University may, with the approval of the relevant department and school or college, receive credit (without grade) for such courses by special examination. The student must receive the approval of the department and college/school at least 30 days before the examination is taken, and the examination must be taken before the beginning of the last semester or full summer session before the student's graduation.

University of North Carolina

<https://www.northcarolina.edu/apps/policy/doc.php?type=pdf&id=859>

Regulations on Awarding Undergraduate Credit for Prior Learning

- I. Purpose. The following regulation (“this regulation”) is designed to provide system-wide consistency and clarity regarding implementation of the Policy on Awarding Undergraduate Credit for Prior Learning (“the policy”), Section 700.10.1 of the UNC Policy Manual.

Among the goals of the policy and this regulation are to enable improvements to student progression and completion according to student mastery of college-level material, while avoiding awarding credit for material that a student has not mastered or placing a student into a course for which they are not prepared.

Faculty representing relevant academic departments should be engaged in institutional decisions for the implementation of the policy and this regulation, to ensure that decisions are informed by the standards of applicable disciplines. Another benefit of faculty involvement in the implementation of the policy and this regulation will be to ensure that implementation is in alignment with the standards of the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) and of accrediting bodies for specific disciplines and professions.

- II. Definitions. The following operational definitions apply to the policy and this regulation:
 - A. “Certification.” An industry-recognized credential or designation that is obtained once the student has successfully passed a certification exam. Certification differs from licensure in that certification is a validation of specific industry-valued competencies and not a legal requirement for practicing a profession.
 - B. “Challenge exam.” A departmental or institutional exam used to determine if a student’s subject matter proficiency is equal to or greater than the corresponding proficiency the student would have achieved had they completed the corresponding course.
 - C. “College-level learning.” Knowledge, skills, and competencies equivalent to those expected of a student who successfully completes the corresponding institutional course.
 - D. “Credit for prior learning (CPL).” Curriculum credit awarded for college-level learning obtained through prior learning experiences other than curriculum coursework.
 - E. “Industry or corporate experience.” Evaluation of non-collegiate instructional programs, such as, but not limited to, those for apprenticeships and other workplace trainings that demonstrate competency required for completion of degree or certificate programs.
 - F. “Military education and training.” Learning gained through military training and experience including, but not be limited to, recruit training, military occupational specialty (MOS) training and education, Defense Language Institute foreign language coursework and exams, Community College of the Air Force (CCAF) coursework, College-Level Examination Program (CLEP), and the DANTES Standardized Subject Test (DSST).
 - G. “Licensure.” A legal status granted by a government entity that provides permission to practice a profession. Licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.
 - H. “Portfolio assessment.” The evaluation of a portfolio for life and work experiences by subject matter experts designated by the constituent institution in its local policy to determine whether a student is awarded credit for prior learning.
 - I. “Standardized exams.” Any form of examination that requires all test takers to answer the same questions, or a selection of questions from a common bank of questions following established protocol and that is scored in a standard or consistent manner.

- J. "The North Carolina Comprehensive Articulation Agreement." A statewide agreement governing the transfer of credits between NC Community Colleges and UNC System Universities, providing certain assurances to a transferring student.
 - K. "UNC Common Numbering System (CNS)." A common classification system of designated undergraduate lower-division courses offered by UNC System institutions.
 - L. Definitions for Awarding Credit on the Basis of Advanced Course Examination Scores
 - 1. "Academic Outcomes." Results of a student's performance in the course aligned with the subject content of the Advanced Placement (AP), International Baccalaureate, or Cambridge Advanced International Certificate AS Level or A Level examination scores in question or in the Subsequent Course.
 - 2. "Appropriate Credit." A determined number of credit hours granted for a particular course or courses, aligned with the subject content and Academic Outcomes of the AP, IB, or Cambridge AS Level or A Level examination score in question.
 - a. After achieving a Qualified Advanced Course Examination Score, a student shall be awarded specified credit hours associated with an institution's course(s) that is/are aligned with the subject content of the relevant Advanced Course Examination score.
 - b. In general, equivalents for Appropriate Credit for particular course(s) in a constituent institution's course catalog (and/or other sources of information for students and potential students) shall be listed for Qualified Advanced Course examination scores. The particular course(s) shall be listed as equivalent to a particular number of credit hours. These particular course(s) and credit hours shall contribute to a student's progress toward an undergraduate degree.
 - 3. "Compelling Reasons." Rationales of sufficient evidentiary quality, based on Academic Outcomes, as to why scores higher than the established Qualified Advanced Course Examination Score might be required of an institution's students (if those students are to receive Appropriate Credit), submitted to an institution's board of trustees in support of an institution's petition for an exception to the policy; or rationales of sufficient evidentiary quality as to why a constituent institution might discontinue awarding Appropriate Credit on the basis of a Qualified Advanced Course Examination Score.
 - 4. "Qualified Advanced Course Examination Score." Unless a constituent institution has been granted an exception whereby a higher score may be required, the following shall constitute the minimum score required to receive college credit:
 - a. A score of three or higher on an AP examination;
 - b. A score of five or higher on a Standard Level IB examination;
 - c. A score of four or higher on a Higher Level IB examination; and/or
 - d. A score of E or higher on a Cambridge A Level or AS Level examination
 - 5. "Quantitative Study." A rigorous analysis based on reliable, numerical data regarding Academic Outcomes.
 - 6. "Subsequent Course." A course in which a student would be unable to enroll without first obtaining credit in a prerequisite course.
- III. Assessment Standards. Constituent institutions may award CPL when the documentation of prior learning is at the college-level and meets or exceeds the learning outcomes and the institutions' standards for awarding credit for the corresponding course. Faculty representing relevant

academic departments should be engaged in institutional decisions for the determination of awarding credit for prior learning. Each institution is responsible for determining how best to implement CPL and should do so within the context of its mission, student needs, and academic programs.

- IV. Credit Hour Limits. Credit awarded for prior learning shall not be included in the 25 percent of total credit hours that must be completed at the college granting the degree.
- V. Fees. Unless a student is enrolled in a course with the purpose of assessing prior learning for credit (i.e., a portfolio assessment course), tuition shall not be charged for credits awarded for prior learning. An optional assessment fee may be charged for credit assessed outside of course enrollment for the administrative cost of the assessment.
- VI. Faculty Support (Incentives). Constituent institutions should consider providing support to faculty engaged in the evaluation of credit for prior learning and the establishment of institutional standards and policies for the evaluation of credit for prior learning.
- VII. Student Records. Awarded credit will be recorded in institutional student records as “Credit for Prior Learning”. The form of the CPL method will be included in the record. Credit will be recorded as the awarding institution’s course including prefix & number, title, and credits awarded.
- VIII. Transfer Credit
 - A. Academic credit earned through the assessment of prior learning at another accredited institution may be considered for transfer credit as it applies to a student’s degree program.
 - B. Institutional procedures for evaluating credit for prior learning in transfer should respect credit awarded by other accredited institutions to the greatest extent possible.
 - C. Credit for prior learning awarded by a North Carolina Community College for a course included in the Comprehensive Articulation Agreement (CAA) Course List shall be accepted as transfer credit on the same basis as if the credit had been earned through regular study at the awarding institution and in accordance with the procedures outlined in the CAA.
 - D. Military credit awarded by another University of North Carolina constituent institution shall be evaluated for transfer credit pursuant to the procedures outlined in the UNC Regulation on Awarding Credit for Military Training or Experience, Section 700.7.2[R].
 - E. Credit for advanced course examinations awarded by another University of North Carolina constituent institution pursuant to Section VI of this regulation shall be accepted as transfer credit on the same basis as if the credit had been earned through regular study at the awarding institution.
 - F. Credit for prior learning awarded by another University of North Carolina constituent institution for a course included in the UNC CNS Course List shall be accepted as transfer credit on the same basis as if the credit had been earned through regular study at the awarding institution and in accordance with the UNC Regulation on the University of North Carolina Common Numbering System, Section 400.1.5.1[R].
- IX. Awarding Credit for Advanced Course Examination Scores.
 - A. Affected Students. The requirements of this policy and regulation regarding AP examination scores shall affect first-time (or “freshman”) undergraduate students entering constituent institutions for the fall semester of the 2019-20 academic year and thereafter. Other undergraduate students (including but not limited to transfer students, readmitted students, and upperclassmen) may benefit from the requirements of the policy and this regulation by

electing into all standards documented in an institution's catalog (and/or other sources of information for students and potential students) for the 2019-20 academic year or thereafter.

The requirements of this policy and regulation regarding IB and Cambridge AS Level and A Level examination scores shall affect first-time (or "freshman") undergraduate students entering constituent institutions for the fall semester of the 2020-21 academic year and thereafter. Other undergraduate students (including but not limited to transfer students, readmitted students, and upperclassmen) may benefit from the requirements of the policy and this regulation by electing into all standards documented in an institution's catalog (and/or other sources of information for student and potential students) for the 2020-21 academic year or thereafter.

- B. Awarding Appropriate Credit. UNC System constituent institutions shall award Appropriate Credit to undergraduates who have earned a Qualified Advanced Course Examination Score. An institution with Compelling Reasons as to why a score higher than three must be required for a student to receive Appropriate Credit may petition to have an exception approved by its board of trustees. Compelling Reasons must be based on analyses of Academic Outcomes.

Constituent institutions should not deny Appropriate Credit to students on the basis of the age of Advanced Course Examination Scores that are ten years old or newer, although constituent institutions may request that a student submit a newer exam score in the event that an older score reflects course content or testing design for an exam that subsequently has been revised in a significant manner.

Constituent institutions are not required to offer Appropriate Credit for every AP, IB, Cambridge A Level, or Cambridge AS Level exam offered; but, if an institution does offer credit for a particular AP Exam, it must offer Appropriate Credit in compliance with the policy and this regulation. If an institution elects to discontinue the awarding of credit for an AP Exam for which credit is awarded during the 2018- 19 academic year, however, approval must first be provided by the institution's board of trustees.

1. An institution may offer Appropriate Credit that varies by different scores for the same AP Exam. For example, an institution may offer a specified number of credit hours for a course or courses for students who earn an AP Exam score of three, and may offer credit hours for different courses for AP Exam scores higher than three.
2. Constituent institutions may award Appropriate Credit (on the basis of Qualified

Advanced Course Examination Scores) for elective courses, credits toward General Education requirements, or the requirements of a potential major. Appropriate Credit awarded for any elective courses should contribute to students' progress toward an undergraduate degree.

3. Constituent Institutions are not required to modify existing standards that apply to scores lower than those defined as Qualified Advanced Course Examination Scores.

C. Policy Exceptions

1. Evidence in support of an institution's Compelling Reasons for an exception to the policy shall be supported by the most recently available and practicable data on Academic

Outcomes of that constituent institution's own students, from the undergraduate discipline most analogous or relevant to the content area of the Advanced Course Examination in question, except as outlined below.

2. In general, evidence for a Compelling Reason should address whether or not students who earn a Qualified Advanced Course Examination Score are prepared to succeed in the Subsequent Course within the relevant discipline. For example, constituent institutions may demonstrate that students who earn a Qualified Advanced Course Examination Score would perform significantly better, according to one or more Academic Outcomes, if those students were required to take the equivalent course for the Advanced Course Examination Score at the constituent institution, versus if those students were given credit for said course solely on the basis of the Qualified Advanced Course Examination Score.

To generate this sort of evidence, institutions should endeavor to compare the Academic Outcomes of their enrolled students through Quantitative Study at a conventional level of statistical significance.

Evidence in support of an institution's Compelling Reasons for an exception to the policy may be supported by data on the Academic Outcomes of another institution's (or other institutions') students if the following conditions are met:

- a. Data on Academic Outcomes available are as recent as possible and practicable, from the undergraduate discipline most analogous or relevant to the content area of the Advanced Course Examination in question; and
 - b. The other institution(s) for comparison is/are limited to those peer institutions approved by the Board of Governors.
- D. Student Choice Regarding Undergraduate Credit on the Basis of Advanced Course Examination Scores. Although an institution is required by the policy to offer Appropriate Credit, a student may decline to accept the offered credit, audit the course aligned with the Advanced Course Examination in question, or enroll in the course aligned with the Advanced Course Examination in question, depending on institutional practice.
1. Whenever possible, institutional academic advisors should inform eligible undergraduates of the above-described options available to them under the policy and this regulation, along with the potential benefits and disadvantages of those options.
 2. Institutions may choose to complement advice from academic advisors with a standardized communication to incoming students regarding Advanced Course Examination standards and the potential benefits and disadvantages of the abovementioned options.
- E. Prohibition Against Additional Requirements for Awarding Undergraduate Credit on the Basis of Scores for an Advanced Course Examination. A constituent institution shall not require a student to fulfill additional requirements in order to receive credit on the basis of Qualified Advanced Course Examination Scores. A placement test or other assessment may be required, however, to determine Subsequent Courses for which a student is prepared.
- F. Prohibition Against Discontinuance of Awarding Undergraduate Credit on the Basis of Scores for an AP Exam. Any institutional policy or practice of awarding credit on the basis of scores

for any Advanced Course Examination in place prior to the implementation of the policy (during the 2018-19 academic year) shall not be discontinued thereafter without approval of the institution's board of trustees.

- G. Documenting and Communicating Institutional Advanced Course Examination Standards to Undergraduate Students and Potential Undergraduate Students. Institutional Advanced Course Examination standards, devised to comply with this policy and regulation, shall be documented and updated annually in institutional course catalogs, undergraduate student handbooks, and/or online resources for undergraduate students. Institutional Advanced Course Examination standards shall likewise be documented and updated annually in online and/or printed resources for potential undergraduate students. Constituent institutions should likewise publicize their own policies or practices regarding Advanced Course Examination scores that may or may not be accepted on the basis of the age of those scores.
- H. Assessment of the Policy and this Regulation's Effectiveness. The effects of the policy and this regulation as they relate to awarding credit for advanced course examination scores, at the level of the UNC System and across its constituent institutions, shall be assessed by the UNC System Office within three years of implementation, and then on a period basis. Recommendations for altering the policy and this regulation shall be made accordingly to the president (for this regulation) or Board of Governors (for the policy), on the basis of appropriate evidence.

X. Responsibilities of Constituent Institutions.

- A. Constituent institutions shall establish their own policies and procedures for awarding credit for prior learning if they chose to award CPL.
- B. All institution CPL policies and procedures shall be published on institution websites, course catalogs, and/or other appropriate publications or advising materials. The policies and procedures should be easily accessible by prospective students and currently enrolled students.
- C. Institutions that charge tuition for courses with the purpose of assessing prior learning for credit or fees for other assessments of prior learning shall clearly publish and communicate all CPL assessment tuition and/or fees to students.
- D. The process for assessment shall be transparent and documentation of denial of credits should be explained to students with a clearly stated rationale.

XI. Reporting Requirements. Constituent institutions shall annually report to the President each form of prior learning assessment through which they provide credit, the total amount of CPL credit the institution awarded students, the number of students who have been awarded credit for prior learning, and updates to institutional policies and procedures.

- A. Specific Reporting Requirements for Advanced Course Examination Scores. Initial reports regarding exceptions to the policy and/or discontinuances of awarding Appropriate Credit on the basis of Qualified Advanced Course Examination Scores, granted by institutional boards of trustees, shall be reported to the president by July 1, 2019. Subsequent reports of exceptions, discontinuances, and/or other alterations relative to this policy shall be reported to the president annually by July 1. Reports to the president shall include full documentation

of Compelling Reasons considered by boards of trustees, along with documentation of the board's approval, for each exception granted.

XII. Other Matters

- A. **Effective Date.** The requirements of the policy and this regulation with regards to AP examinations shall be effective as of the fall semester of the 2019-20 academic year and thereafter; the requirements of the policy and this regulation with regards to IB and Cambridge AS-Level and A-Level examinations shall be effective as of the 2020-21 academic year and thereafter. All other requirements of this regulation shall be effective on the date of adoption of this regulation by the president.
- B. **Relation to Federal and State Laws.** The foregoing regulation as adopted by the president is meant to supplement, and does not purport to supplant or modify, those statutory enactments, regulations, and policies which may govern or related to the subject matter of this regulation.

Ohio State University

<https://registrar.osu.edu/priorlearning/>

Prior Learning Assessment

Credit you can earn

Examination credit: Earn credit by taking a standardized exam or Ohio State exam.

A and AS Levels

The Advanced Level (AL) and Advanced Subsidiary Level (ASL) are subject-based exams taken by international students. Ohio State will award credit for official results received from Cambridge International or Pearson EdExcel.

Advanced Placement (AP)

The AP program was created by College Board and offers college-level curricula and examinations to high school students. Students with a score of 3 or higher on an AP exam will earn college credit.

International Baccalaureate (IB)

Taken during high school, the IB program is designed to educate students from a global perspective. Students who successfully complete courses in six core subject areas earn an IB diploma. Students who do not complete all requirements can earn an IB certificate. Students with high enough scores on the IB exam at the end of a course may earn college credit.

College Level Examination Program (CLEP)

CLEP allows students to demonstrate prior learning and earn college credit. Exams are offered in the Testing Center to students of any age.

DSST

The DSST program allows students to demonstrate prior learning and earn college credit.

These tests were developed by the United States Department of Defense and are available to all students.

Credit by Exam (CBE)

Credit by Exam allows students to earn credit toward graduation by successfully completing tests in subject areas. Two types of tests created by Ohio State are used to measure content knowledge for specific courses: EM tests and departmental exams.

Transfer credit: Learn if your previous college classes transfer to Ohio State.

Previously completed college-level course work will transfer to Ohio State if the course was taken at a regionally accredited institution, the course was non-remedial and a grade of C- above was earned. Grades of D or D+ may be accepted in specific circumstances.

College-level course work is eligible for further evaluation when it is successfully completed at post-secondary institutions holding non-regional accreditation from an association recognized by CHEA or the United States Department of Education (USDE). Formal learning experiences are eligible for further evaluation when they have been identified, evaluated, and recommended by a university recognized review service, National College Credit Recommendation Service (NCCRS), and/or the American Council on Education (ACE). Transfer credit may be awarded based on the nature, level, content and comparability of the course to university offerings.

While courses may be awarded undergraduate credit, the appropriate degree-granting college will determine its applicability to specific degree requirements.

For detailed information about transfer credit, including the Ohio State Transfer Credit Policy, please go to the Transfer Credit site. The policy is established within the tenets of The Ohio Articulation and Transfer Policy first adopted by the Ohio Board of Regents in November of 1990.

Visit transferology.com for details about the transferability of course credit to and from Ohio State and other institutions.

Military credit: Receive credit for non-college educational experiences and training in the military.

Ohio's public institutions are committed to accepting and awarding college credit for military training, experience and course work. The Ohio Department of Higher Education provides a set of standards and procedures that bring uniformity and consistency to the process of assisting veterans, guard/reserve, and active duty service members with their educational and career goals. Read more about military credit at transfercredit.ohio.gov.

Ohio State grants credit for officially documented military training, experience and/or coursework, as recommended by the American Council on Education. Additionally, Ohio State awards credit from regionally accredited military institutions such as the Community College of the Air Force (CCAF).

Did you receive general transfer (K) credit from your Joint Services Transcript (JST)? Follow the steps below to collect American Council on Education (ACE) course information to help with the transfer credit evaluation process. Please note if you have credit from CCAF, you'll need to request syllabi from CCAF.

Step 1: Review your transfer credit report and identify the general credit (example: INSTDS G000.01) that needs further evaluated.

Step 2: Locate the ACE identifier on your transfer credit report (example: MC-2204-0088). The ACE identifier is specific to the military service (example MC stands for Marine Corpsb).

Step 3: Go to the American Council on Education (ACE) Military Guide to find course specific information. Enter the ACE identifier (example: MC-2204-0088) and select the timeframe you completed the course. Make sure to enter the dashes (-) in the search field.

Step 4: The course information will result with credit recommendations and a course description. To save the document as a PDF follow these steps:

- Select the "Print" button
- Select "Save as PDF" as the destination
- Save the page(s) as a PDF document and include your first and last name in the file name of the document

Step 5: Contact the appropriate Transfer Credit Coordinator to have your general credit further evaluated. For example, INSTDS needs further evaluated by the International Studies Transfer Credit Coordinator. Provide the coordinator with a copy of your transfer credit report and the ACE Military Guide course information (PDF).

General Education Military Credit

Ohio State undergraduate, degree-seeking military member and Veteran students who have served in a foreign country, outside of the United States for at least 90 days (consecutive or non-consecutive) are eligible to receive general education credit (Global Studies in legacy GE and Social & Behavioral Sciences in new GE) for their experience and training. Eligible students should complete the secure form below and submit a copy of their service record listing deployment information (DD Form 214) for review. Credit earned through this process is awarded "K" transfer credit – not native Ohio State course credit – and does not impact a student's Ohio State GPA. Once reviewed, the Transfer Credit Center will send a confirmation email informing the student that the credit has been either approved or denied. For additional information about the Ohio Department of Higher Education General Education Military Credit Project, please see Appendix W of the OATN Policy.

College Credit Plus: Earn college and high school credit at the same time by taking college courses from Ohio community colleges or universities.

College Credit Plus (CCP) allows qualified students in grades seven through 12 to earn college and high school credit at the same time by taking college courses from community colleges or universities. The purpose of this program is to promote rigorous academic pursuits and to provide a variety of options to college-ready students. Through the CCP program, classes at public colleges and universities are free--as are books and fees! At Ohio State, CCP participants can take classes online or on campus at any Ohio State campus.

Some of the benefits of CCP:

- College-ready students can earn credits while still in high school.
- Public school students can earn up to 30 college credit hours per year or a maximum of 120 credits.
- Students can attend public colleges and universities at no cost. There is no cost to the student for tuition, textbooks or fees.
- Credits earned can transfer toward a bachelor's degree. General education courses that meet the Ohio Transfer 36 guarantees transferability to Ohio universities and colleges.

Credit When It's Due: Learn if your previous community college credits can earn you an associate degree.

The Credit When It's Due initiative helps eligible students earn an associate degree through collaboration between Ohio's public institutions. Ohio State is an active partner in this initiative, which provides a pathway to an associate degree for eligible students who have some college experience, but have not yet earned a degree. For more information about Credit When It's Due opportunities at Ohio State, please contact the Transfer Credit Center at 614-247-7250 or esue-transfercreditcenter@osu.edu.

Career technical credit: Earn credit by taking an approved career-technical assurance guide.

Students who have successfully completed an approved Ohio Department of Education course that aligns to a Career Technical Assurance Guide (CTAG) and earned the required WebXam score will be eligible for transfer credit at Ohio State. Student assessment data is loaded into the statewide career-technical articulation verification (CTAV) system as early as July and as late as the end of September each year. Ohio State students with eligible credit will receive an email via their BuckeyeMail account with an option to opt in to receive transfer credit. Students should grant permission upon receiving the email if they wish to earn transfer credit and an email notification will be sent once the credit has been awarded.

Students who opted in during their WebXam to earn college credit, will automatically earn credit once their data is loaded to the CTAV student (as early as July and as late as the end of September).

Questions? Contact the Transfer Credit Office at ESUE-TransferCreditCenter@osu.edu.

Industry-Recognized Credential: Earn credit by taking an approved industry-recognized credential transfer assurance guide.

Students who have successfully completed a state approved Industry-Recognized Credential Transfer Assurance Guide (ITAG) are eligible to earn transfer credit at Ohio State. In most cases, technical elective transfer credit will be awarded, which may count toward overall degree hours.

For a complete list of ITAGs and the requirements to earn ITAG credit, visit the Ohio Department of Higher Education's (ODHE) ITAG website.

Students wishing to receive credit for a completed state approved ITAG, should contact the Transfer Credit Office at ESUE-TransferCreditCenter@osu.edu.

Credit Options by Population

High School Students:

- Examination credit
- Transfer credit
- College Credit Plus
- Career technical credit

Transfer Students:

- Examination credit
- Transfer credit
- Military credit
- Credit When it's Due
- Career technical credit
- Industry-recognized credential

Military and Veteran Students:

- Examination credit
- Transfer credit
- Military credit
- Credit When it's Due

Current Students:

- Examination credit
- Transfer credit
- Military credit
- Credit When it's Due
- Career technical credit
- Industry-recognized credential

International Students:

- Examination credit
- Transfer credit

Ohio State University

<https://registrar.osu.edu/priorlearning/credit-by-exam.html>

Credit by Exam (CBE)

Credit by Exam consists of Ohio State-specific tests that allow students to earn EM (examination mark) credit toward graduation by successfully completing tests in subject areas. Two types of tests created by The Ohio State University are used to measure content knowledge for specific courses: EM tests and departmental exams.

Restrictions

- You must be a currently enrolled undergraduate student at The Ohio State University to receive credit for EM tests.
- EM credit will not be awarded for courses that are prerequisites to those for which credit already has been earned.
- EM credit will not be awarded for any course in which a student has received either a mark at Ohio State or transfer credit from another institution.
- Examination credit awarded by another higher education institution is evaluated as part of Ohio State's transfer credit evaluation process.
- Students currently enrolled in a course may take an EM test for that course only during the first week of the term. (For autumn semester only, students can take the test and be enrolled in the course during the first two weeks of the term.)
- Students are advised to check their individual major requirements for exclusion information that would prevent the awarding of EM credit for any particular course, program or subject area.
- EM tests cannot be repeated.

Pennsylvania State University

<https://undergrad.psu.edu/aappm/E-2-credit-by-examination.html>

Credit by Examination

The academic unit offering the course determines whether it will make credit by examination available. If credit by examination is available for the course, the procedure for requesting credit by examination is as follows.

Procedure:

1. Student submits a request for credit by examination for a specific course through the prior learning assessment form in the student information system.
2. Requests for courses not previously approved will be sent to the Office for Prior Learning Assessment, which will contact the unit offering the course to see whether credit by

examination is available. All other requests will be routed to a designated approver in the college, school, or campus.

3. Designated approver routes request to a faculty subject matter expert on the student's campus of enrollment. If no subject matter expert is available, approver sends request to the Office for Prior Learning Assessment, which will route the request to a subject matter expert at another campus.
4. Subject matter expert reviews the student's request and discusses the format and expectations for successful completion of the examination with the student.
5. If the student decides to continue the process, the student and subject matter expert schedule the examination within six months. The subject matter expert notifies the academic unit that the examination has been scheduled. The academic unit notifies the bursar, and the bursar bills the student's account.
6. Upon completion of the examination, the subject matter expert evaluates the student's performance and submits the grade for the examination.
7. All approvers and the student receive notice when the grade is submitted, and the process is complete.
8. If the student's performance on the exam does meet the standards of acceptable achievement equivalent to a grade of C or better as determined by the subject matter expert, the credit by examination code (CRX) will be posted to the student's record but will not appear on the student's official transcript until the student has completed a credit-bearing course at Penn State. Credit by examination cannot be used for Grade Forgiveness in policy H-2.

Pennsylvania State University

<https://undergrad.psu.edu/aappm/E-10-credit-by-portfolio-assessment.html>

Credit by Portfolio Assessment

The unit offering the course determines whether credit by portfolio is available. If available, the procedure for credit by portfolio assessment is as follows.

Procedure:

1. The matriculated, Penn State undergraduate student may pursue credit by portfolio for prior learning experiences, if they assess that the knowledge gained could be equated with the learning outcomes of a given course. The student may consult with an academic adviser as appropriate. The student should contact the Office for Prior Learning Assessment to indicate interest in initiating the process.

If credit by portfolio assessment is available, the academic unit offering the course at the student's campus of enrollment will provide guidance on the steps necessary to construct a portfolio that demonstrates evidence of prior learning and meets academic quality expectations.

2. The student submits a request for credit by portfolio assessment for a specific course through the prior learning assessment form in the student information system.
3. Requests for courses not previously approved for credit by portfolio assessment will be sent to the Office for Prior Learning Assessment, which will contact the unit offering the course to

see whether credit by portfolio assessment is available. All other requests will be routed to a designated approver in the college, school, or campus.

4. Designated approver will send the request to a faculty subject matter expert on the student's campus of enrollment. If no faculty subject matter expert is available, approver sends request to the Office for Prior Learning Assessment, which will route the request to a faculty subject matter expert at another campus.
5. Subject matter expert reviews the student's request and discusses the format and expectations for successful completion of the portfolio with the student.
6. If the student decides to continue the process, the subject matter expert notifies the academic unit that the student is pursuing credit by portfolio assessment, the academic unit notifies the Bursar, and the Bursar bills the student's account.
7. The student compiles the portfolio within the guidelines established by the academic unit and submits the portfolio to the subject matter expert for assessment.
8. Subject matter expert assesses the portfolio and determines whether credit is to be awarded. Academic standards in assessing the amount and quality of learning demonstrated by a portfolio are to be equivalent to the learning expected in the course when credit is acquired via instruction. The subject matter expert determines whether the portfolio meets the standards of acceptable achievement equivalent to a grade of C or better. Whatever the outcome, the subject matter expert submits the results into the student information system (i.e., LionPath). Credit earned via portfolio assessment will be designated on the transcript in the same manner as transfer credit. No entry is made on the student's transcript when no credit is awarded.
No grades are assigned to credits awarded by portfolio assessment. Accordingly, credits earned through this process cannot be used for grade forgiveness. Ordinarily, no partial credit for a course is to be awarded by portfolio assessment. Normally, the assessment is to be completed within thirty days of receipt of the portfolio.
9. The student information system notifies all approvers and the student of the results of the portfolio assessment.
10. In cases where subject matter expert has identified minor adjustments in the portfolio content or structure that, if made and the portfolio reassessed, the determination would likely be to award credits, this option may be communicated to the student. The student may elect to adjust the portfolio and resubmit it for reassessment. No additional fee is to be charged for such a reassessment.

If the original subject matter expert assessment is that the portfolio fails in major ways to exhibit sufficient evidence of learning at the level and of the quality expected for the course, the student may elect to start over by constructing a new portfolio, filing a new petition, paying the appropriate fees, and submitting the new portfolio for assessment.

Pennsylvania State University

<https://undergrad.psu.edu/aappm/E-9-educational-creditor-training-program-non-collegiate-organization.html>

Educational Credit for Training Programs in Noncollegiate Organizations

Procedure:

A student interested in receiving credit as recommended in The National Guide to Educational Credit for Training Programs published by the American Council on Education (ACE) must submit to the Undergraduate Admissions Office an official ACE transcript. The Undergraduate Admissions Office is responsible for adding any appropriate credit to the student's academic record after a review by discipline faculty. (Ref: Senate Policy 42-99). If credit is awarded, a student's University record carries notation of credit, but no grade is recorded. Credit acquired in this manner does not affect a student's grade point average at this University.

An enrolled degree-seeking student or a student who has been approved to re-enroll in a degree-seeking program may be awarded transfer credit after transcript reviews.

A student will see the credits on their record, but the credits will not be available on an official transcript until after the student has completed a course for credit at Penn State.

Texas A&M University

<https://student-rules.tamu.edu/rule09/>

Transfer Credit

9.1 Students who transfer to Texas A&M from an institution of higher education that is not accredited by one of the institutional accrediting associations may validate the work taken at the institution by one of the following methods:

9.1.1 Successful completion of a comprehensive departmental examination or nationally standardized examination that is approved by the department.

9.1.2 Successful completion of a higher-level course in the same subject area when approved by the head of the department and the dean of the college.

9.2 As a general rule for undergraduate students, credit will be given for transfer work satisfactorily completed with a passing grade at another properly accredited institution. Credits given by transfer are provisional and may be cancelled at any time if the student's work in the university is unsatisfactory. Credit will be given to undergraduate students transferring from nonaccredited public colleges in Texas for work completed with grades of C or better if they earn a grade point ratio of 2.00 (C average) on the first 30 hours of residence work at this university.

Students should refer to the Undergraduate Catalog for program specific information regarding transfer admissions and transfer course. Transfer work from international colleges and universities will be evaluated on an individual basis. No English composition courses will be transferred from institutions located in non-English speaking countries. American history and American political science (government) courses will not transfer from foreign institutions. A-level examinations with a grade of C or better will result in the award of transfer credit. Baccalaureate II examinations will not transfer, but students may take CLEP or departmental examinations to receive credit.

9.3 As a general rule for master's and doctoral students, courses taken in residence at an accredited U.S. institution or approved international institution with a final grade of B or greater

will be considered for transfer credit if, at the time the courses were completed, the courses would be accepted for credit toward a similar degree for a student in degree-seeking status at the host institution. These courses must not have been used previously for another degree.

Coursework in which no formal grades are given or in which grades other than letter grades (A or B) are earned (for example, CR, P, S, U, H, etc.) is not accepted for transfer credit.

Except for officially approved cooperative doctoral programs, credit for thesis or dissertation research or the equivalent is not transferable.

Master's and doctoral students should refer to the Graduate and Professional Catalog for program specific information regarding transfer admissions and transfer of course credit.

9.4 First Professional students (Doctor of Dental Surgery, Doctor of Medicine, Doctor of Pharmacy, Doctor of Veterinary Medicine, and Juris Doctor) should refer to the Graduate and Professional Catalog for program specific information regarding transfer admissions and transfer of course credit.

Students should also refer to sections 14.21, 14.22 and 14.23 of Student Rules.

University of Texas – Austin

<https://catalog.utexas.edu/general-information/admission/undergraduate-admission/>

Undergraduate Applicants With College Credit

Many undergraduate applicants come to the University after enrolling in college-level coursework or earning college credit.

Reporting previous college coursework

An applicant who has undertaken coursework at another collegiate institution (including freshman, transfer, reentry, and international applicants) must report all such coursework when applying for admission. Applicants who fail to report all college coursework or who otherwise falsify any part of their application or the documents required to complete the application process are subject to disciplinary action. Disciplinary action will include a one-year ban on enrollment and a permanent statement on the student's record about the failure or falsification. Action may include expulsion and loss of credit for work taken subsequently at the University, as well as appropriate action by the dean of students.

Awarding college credit

The University awards college credit to some incoming undergraduate students for courses that are transferable from other colleges and universities, for designated scores on Advanced Placement and International Baccalaureate exams, for OnRamps courses and for dual credit courses the student took while in high school.

Students seeking transferable credit must submit official transcripts of all coursework taken at all other institutions for evaluation by the Office of Admissions. This evaluation determines whether the coursework could in any circumstances qualify for transfer credit at UT Austin, but it does

not constitute approval of the credit for use toward a degree; such approval is solely within the jurisdiction of a student's academic dean.

The following policies govern evaluation of credit:

- Institution types: Transfer credit is generally awarded for academic course credit earned from regionally accredited institutions or from institutions that are candidates for regional accreditation if the course credit was earned during the candidacy period. In rare circumstances, course credit earned at other institutions may be accepted.
- Courses that are not transferable: Workforce (vocational) courses, developmental and remedial courses, and courses classified as below freshman level by the institution at which the student took them are not transferable and will not count toward a degree.
- Credit for military training: Transfer credit is awarded for some kinds of military training. Credit awarded for military training usually does not count toward the 24 hours of transferable credit needed to apply for admission.
- Coursework level: Junior and community college courses transfer as lower-division (freshman or sophomore) credit. Undergraduate courses from senior colleges transfer at the level (lower- or upper-division) at which the student took them. Graduate-level coursework is not transferable as undergraduate credit.
- Limits on use of credit toward degree: No limit is placed on the total amount of course credit accepted in transfer from either junior- or senior-level institutions. However, use of transfer credit toward a degree may be limited by the student's academic dean.
- Credit by exam at another institution: Credit earned by examination at another institution is treated as transfer credit only if the sending institution records the credit on the student's transcript with regular catalog course numbers and with a grade of at least C-, the symbol CR, or a similar designation representing credit earned without letter grade.
- Computing an applicant's GPA: When computing an applicant's grade point average (GPA) for admissions purposes, the Office of Admissions includes grades earned in all academic courses (except developmental courses), whether passed, failed, or repeated, including those in which the student earned a grade of D+, D, or D-. However, a course in which the student earned a grade of D+, D, D-, or F is not transferable and will not count toward a degree. An A or A+ earned on transferable coursework is awarded four points in admission GPA calculations. (See Academic Policies and Procedures for information about how the University computes GPA.)
- Transfer coursework and the University's GPA: Grades earned at other institutions are not averaged with grades earned at the University to determine the student's internal University grade point average.

University of Washington – Seattle

https://admit.washington.edu/apply/transfer/policies/?_gl=1*q8xlv6*_ga*NTYxNTE3NDgzLjE2NDg3NDc5MzE.*_ga_JLHM9WH4JV*MTY4NTY2MjEyMy4xNy4xLjE2ODU2NjlxNzluMC4wLjA.*_ga_3T65WK0BM8*MTY4NTY2MjEyMy4xNy4xLjE2ODU2NjlxNzluMC4wLjA.&_ga=2.232141087.10186182.1685662124-

[561517483.1648747931#prior-learning-assessment](https://policy.wisc.edu/library/UW-1005)

Prior Learning Assessment

Advanced-level credit

Read more about UW policies regarding these programs offering college-level work in high school.

- Advanced Placement (AP)
- International Baccalaureate (IB)
- Advanced Level Exams (A Level) | Advanced Subsidiary Exams (AS Level)

Alternative credit options

The UW does not award general credit for work or life experience. However, two avenues exist for obtaining credit under selected circumstances.

Once enrolled at the UW, students may explore the possibility of obtaining departmental approval for transfer of credit earned through coursework taken at a non-regionally accredited institution. For information about possible credit for this type of coursework, contact the Office of Admissions.

Students may arrange to challenge specific UW courses via credit by examination if the same knowledge has been gained through independent study outside a formal educational setting. For information about this type of credit by examination, contact the Graduation and Academic Records Office.

University of Wisconsin – Madison

<https://policy.wisc.edu/library/UW-1005>

Credit by Departmental Exam

Overview and Context

- A. Students may acquire knowledge, skills, and competencies through experiences that are academic in nature but may not necessarily correspond to a setting in which UW–Madison awards traditional credit. Credit by department examination (hereafter credit by exam) is one opportunity for students to demonstrate mastery of material that is equivalent to what would be learned in a specific UW–Madison course.
 1. The course credits granted through credit by exam are based on a student’s demonstration that they have mastered the learning outcomes equivalent to those for the specified course.
 2. Examples of circumstances that will lead students to seek credit by exam may be:
 - They completed preparation for advanced placement exams in high school but were unable to take the AP test.
 - They have a placement test score that places them in a course lower than what they think they are prepared for.
 - They didn’t get transfer equivalency for a course but they judge that they have completed the material in a course at another university.

- They learned course content in a non-credit setting that wouldn't otherwise count for credit.
- B. Offering students the opportunity to earn credit by exam has several benefits for both students and the university:
 1. Students will have a low-cost option for earning credit for skills and knowledge they already possess.
 2. They will have the opportunity to quickly move on to more challenging and enriching courses.
 3. The university will benefit by freeing up seats in courses that are in demand and by supporting timely progress to degree.
 - C. This policy is primarily intended to serve degree-seeking undergraduates but does not prohibit credit by exam for degree-seeking students at other levels.
 - D. This policy does not address transfer credit, UW System placement exams, Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), retroactive credits, or departmental placement examinations. These mechanisms for awarding credit are covered in well-established existing policy.
 - E. Students who wish to earn credit by exam should contact the relevant department. A list of courses that offer credit by exam is available in the Undergraduate section of the Guide.
 - F. For the purposes of this policy, the word "exam" or "examination" will cover all potential methods of evaluation of student learning.

Eligibility and Limitations

- A. A student must be classified as a degree-seeking student. They must be in good academic standing with no holds on their record.
- B. Credits earned by department examination do not count toward the credit residency requirements for a bachelor's degree.
- C. Students may not attempt a department examination for credit for any course they are enrolled in or were previously enrolled in at UW–Madison beyond the add deadline.
- D. Students may not take credit by exam for a specific course more than once.
- E. Students may not earn credit by exam for a course or course equivalent for which they have previously been awarded credit.
- F. Students must satisfy all prerequisites prior to attempting credit by exam for that course.
- G. The credits will be posted for specific regularly taught UW–Madison courses. (Credit by exam will not be provided for independent study, topics courses, general or departmental credit.)
- H. No student may attempt credit by exam in a course that is a prerequisite, stated or implied, for an advanced course in the same subject for which credit has already been earned, without approval from the department offering the course.
- I. Native speakers of a language cannot earn credit by exam in that language. For UW–Madison, the native language is defined as the language of instruction at the student's secondary school.
- J. Students must take a separate exam (or set of assessments) for each course they are seeking credit for.
- K. The department offering credit by exam is responsible for confirming degree-seeking status and otherwise determining a student's eligibility for taking the exam.

1. In general, once a degree-seeking student has been given permission to take the exam, they will be considered eligible to receive credit regardless of circumstances that may indicate otherwise.
- L. Undergraduates are strongly encouraged to take departmental examinations for credit prior to earning 90 degree credits (including the semester in which the 90th credit is earned) in order to avoid complications with the residence requirement.
- M. The College of Engineering limits the use of credit by exam to a total of six credits or two courses during an engineering undergraduate student's career.

Posting Credits

- A. Credit by examination will be posted as 'Other Credit' and will reflect the course for which the student is earning credit.
- B. The Office of the Registrar will post credits earned through credit by exam to the student record within 10 days of receiving a completed credit by exam form from a department.
- C. Credits earned will be posted on a student's transcript if the student successfully completes the requirements for departmental examinations.
 1. If the attempt for credit by exam is unsuccessful, no record of the attempt will be noted on the student's transcript.
 2. The course credits will be posted to the term that corresponds with the date the examination was completed.
- D. Course credit earned via examination does not carry grade points and does not factor into the grade-point average.
- E. Course credit earned via examination does not factor into a semester course load.

Department Requirements

- A. It is up to each department to determine which courses they offer that they want to make eligible for credit by exam.
 1. There is no requirement or expectation for credit by exam, but if credit by exam will be offered for a course, it must follow these policy guidelines.
 2. Generally, courses that provide credit by exam will be large-enrollment courses and will be offered as lower- or mid-level undergraduate courses.
- B. Department faculty will determine the standards, methods, and procedures for evaluation.
 1. Departments may use any evaluation method or combination of methods including:
 - Written examination.
 - Oral examination.
 - Performance evaluation (practical exam).
 - Examination of completed work and/or records presented and defended by the student (portfolio).
 - Other methods consistent with the evaluation of student learning in the corresponding regular course.
- C. The content, quality, and quantity of material covered in the examination for credit must be consistent with what is covered in the specified UW–Madison course for which the exam is intended to provide credit.

1. The method of evaluation must be similar to the standard method used in the equivalent course (e.g., a dance course that had a performance as the final exam should include some type of performance evaluation, a writing-intensive course would not use a multiple-choice exam format).
 2. Because some course attributes, like Comm B or Service Learning, are assigned to courses that use particular pedagogies, it would be difficult for a department to measure mastery of course content and evaluate students' learning gains with respect to those pedagogies. As a result, Comm B, Service Learning, and other courses may not be appropriate courses for awarding credit by exam.
- D. In order to pass the examination, the student must demonstrate a clear mastery of the course material, and student performance must be at a sufficient level that they are well prepared for higher-level work in that field of study.
- E. If a course is cross-listed, all cross-listed units will agree on an examination and select one department to administer all examinations for the course.
- F. If the department also offers placement exams, the department must clearly state whether the examination results in the receipt of credit or course placement. Such information must be clearly communicated to students.

Approval to Offer Credit by Exam for a Course – Credit by Exam Online Proposal Form

- A. Before offering credit by exam for a specific course, a department must get approval to do so.
1. Credit by exam for a course will be proposed and approved by the subject owner (department) of the course and by any cross-listed subjects.
 2. Use the Credit by Exam Proposal Form to request approval.
- B. Once a course has been approved, it will be listed on a master list of all courses available for credit by exam. This process will serve as the only avenue for awarding departmental credit other than by offering for-credit courses.
1. Departments will be expected to review and assess all credit by exam opportunities on an ongoing basis to ensure that the exam continues to match the content of the course.
 2. Anytime the equivalent course is changed through the course change proposal process, the examination must be updated to make sure it is still aligned with the learning outcomes of the course.
 3. If credit by exam for a course goes unused for three years, it will be removed from the approved list.

Administration of Exam

- A. Department examinations must be administered and/or supervised by a member of the faculty or academic staff.
- B. The department is responsible for validating the identity of the student prior to administering the exam, by checking the student ID.
- C. The department is responsible for determining that the student is a degree-seeking student and otherwise eligible to take the exam.
1. If the department administers an exam to a student, it is assumed that they have verified their eligibility.

2. Training and tools will be available to assist department faculty and staff in validating eligibility.
- D. Departments must submit a Credit by Departmental Exam Form to the Office of the Registrar within seven business days of scoring the exam/evaluation for all students who attempted credit by exam, even if the attempt is not successful.
1. The Office of the Registrar will process the form and archive it with the student's record in ImageNow.
 2. The ImageNow student record will serve as a record of all credit by exam attempts and will allow for the enforcement of the single attempt rule.

Fees

- A. The fee for each exam is \$135 and goes to the department offering the exam; departments may request a lower fee of \$75 or \$100.
- B. The fee must be paid prior to attempting an examination.
 1. The fee is not refundable.
 2. The department offering the exam is responsible for verifying that the fee has been paid.
- C. The fee is waived for Banner, FASTrack, Bucky's Tuition Promise, and Pell students.
- D. The fee will be paid using the CASHNet system. The Bursar's Office will provide support with setup and reconciliation.
- E. The fee will be reviewed annually by the Office of Academic Planning and Institutional Research.