

## Policy Revision

<b>Policy Title</b>	Credit for Prior Learning (Prior Learning Assessment) Policy		
<b>Policy Link</b>	<a href="https://catalog.arizona.edu/policy/credit-prior-learning-prior-learning-assessment-policy">https://catalog.arizona.edu/policy/credit-prior-learning-prior-learning-assessment-policy</a>		
<b>Rationale for Update</b>	To meet the needs of 21st Century education, community, and workplace opportunities, the Graduate College proposes a revision to the Credit for Prior Learning (Prior Learning Assessment) Policy. The current policy pertains only to undergraduate students; we advocate for the inclusion of graduate students seeking a Master’s degree. We especially target professional Master’s programs designed to teach 21st Century skills (e.g., communication, critical thinking, collaborative problem-solving, and cultural competency) to students who will soon enter the workforce. Our recommendation dovetails the current policy for undergraduates, but is restricted to learning opportunities offered at a graduate level by a University of Arizona Department or College.		
<b>Effective Term and Implementation Considerations</b>	Summer 2021		
<b>Contact Person for Questions</b>	Maggie Pitts, Associate Dean   The Graduate College		
<b>Approvals Granted</b> <i>(for council use only)</i>	Graduate Council	Scheduled: 2/19/2021	Status: Approved – 2/19/2021
	G-CAAC	Scheduled: 3/9/2021	Status: Approved – 3/31/2021
	UGC Policies Subcommittee	Scheduled: NA – Graduate level updates only	Status: NA – Graduate level updates only
	Undergraduate Council	Scheduled: NA – Graduate level updates only	Status: NA – Graduate level updates only
	U-CAAC	Scheduled: NA – Graduate level updates only	Status: NA – Graduate level updates only
	Faculty Senate	Scheduled:	Status:

### Policy Revision Side by Side

Amendments in **Magenta** italics Additions in **Green** – Deletions in **Yellow**

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Prior Learning is a term educators use to describe learning and experience that an individual acquires outside of a traditional academic environment. This nontraditional 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	Prior Learning is a term educators use to describe learning and experience that an individual <b>often</b> acquires outside of a traditional academic environment. This <b>nontraditional</b> learning is typically not indicated on a college or university transcript and can be acquired through: <b>non-credit bearing coursework</b> , work experience, workshop participation, in-service training, or involvement in professional

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<p>learning gained through experience—not for the experience itself. Alternatively, students may opt to pursue <a href="#">credit by examination</a> options. This policy pertains to Prior Learning that is not available from one of the credit-by-exam options.</p> <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"> <li>• Workforce training documentation,</li> <li>• Portfolios, or</li> <li>• Certification.</li> </ul> <p>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.</p> <p><b>Students may receive up to 6 credits maximum, as determined by the appropriate department faculty.</b> 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. The credit for prior learning will not be calculated in the student’s GPA, cannot duplicate any previously awarded credit, and cannot be used to satisfy University residency requirements.</p> <p>Further restrictions on prior learning credit:</p> <ul style="list-style-type: none"> <li>• It cannot be used to satisfy course or program pre-requisites or General Education requirements.</li> <li>• It will only count as <a href="#">lower division general elective credit</a>.</li> <li>• In general, credit for prior learning completed over eight (8) years ago may not apply to a student's current degree program</li> </ul>	<p>organizations. Credit may be awarded for verifiable learning gained through experience—not for the experience itself. Alternatively, students may opt to pursue <a href="#">credit by examination</a> 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 <a href="#">grade policy</a>.</p> <p><b><u>Undergraduate Credit</u></b></p> <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"> <li>• Workforce training documentation,</li> <li>• Portfolios, or</li> <li>• Certification.</li> </ul> <p><b><u>Undergraduate</u></b> 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.</p> <p><b><u>Undergraduate</u></b> <b>Students may receive up to 6 credits maximum, as determined by the appropriate department faculty.</b> 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. <b>The</b></p>

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<p>unless otherwise approved by the major department (as reflected in the <a href="#">Time Limits</a> policy).</p> <p><b>Procedure:</b>  Students interested in receiving credit for prior learning must first consult with their major <a href="#">Academic Advisor (link is external)</a> for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to the <a href="#">Office of Transfer Credit &amp; Articulation (link is external)</a> 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 &amp; Articulation will notify the student on the outcome of the evaluation process.</p> <p>If awarded, credit for prior learning will be distinguishable on a University of Arizona transcript as lower division transfer credit with a grade of pass, as explained on the University of Arizona's <a href="#">grade policy</a>.</p>	<p><del>credit for prior learning will not be calculated in the student's GPA, cannot duplicate any previously awarded credit, and cannot be used to satisfy University residency requirements.</del></p> <p>Further restrictions on prior learning <b>Undergraduate</b> credit:</p> <ul style="list-style-type: none"> <li>• It cannot be used to satisfy course or program pre-requisites or General Education requirements.</li> <li>• It will only count as <u>lower division general elective credit</u>.</li> <li>• 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 <a href="#">Time Limits</a> policy).</li> </ul> <p><b>Undergraduate Procedure:</b>  Students interested in receiving credit for prior learning must first consult with their major <a href="#">Academic Advisor</a> for degree applicability. Prior learning materials (proof of verifiable learning) should be submitted to the <a href="#">Office of Transfer Credit &amp; Articulation</a> 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 &amp; Articulation will notify the student on the outcome of the evaluation process.</p> <p><del>If awarded, credit for prior learning will be distinguishable on a University of Arizona transcript as lower division transfer credit with a grade of pass, as explained on the University of Arizona's <a href="#">grade policy</a>.</del></p> <p><b>Graduate Credit</b></p> <p><i>Graduate certificate seeking students may receive 1 credit maximum toward a graduate certificate, as determined by the program Director of Graduate Studies. <b>Master's degree seeking students may receive</b></i></p>

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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 and Master's degree requirements](#) can be reviewed here.

Further restrictions on graduate prior learning credit:

- It must be earned through 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](#) and the [Graduate Time Limitation for Master's Degrees](#)).

**Graduate Procedure:**

~~Master's degree seeking~~ 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](#) Transfer Credit Form for evaluation of credit by the Director of Graduate Studies in an

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	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.