

Augusta University

Policy Library

Credit for Prior Learning Policy

Policy Owner: Office of Academic and Faculty Affairs

POLICY STATEMENT

Credit toward undergraduate and graduate degrees may be awarded for college-level credit earned through standardized placement or field examinations such as Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), Scholastic Aptitude Subject Test II, Augusta University departmental examinations, or for significant, documented, experiential learning (e.g., college credit for military service). Awarding of credit for prior learning, regardless of type, must be approved through the Curriculum Approval policy. Awarding of credit for prior learning may not exceed 25% of the entire degree without approval from the Vice President for Academic and Faculty Affairs.

Transfer credit is not considered credit for prior learning. See the Transfer of Credit Policy.

Many students may have participated in learning experiences prior to enrollment at the institution. When possible, Augusta University believes that credit should be given if student learning outcomes from those experiences can be mapped to courses offered within the curriculum and if those credits will count toward the student's official program of study.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

- Alumni Faculty Graduate Students Health Professional Students
 Staff Undergraduate Students Vendors/Contractors Visitors
 Other:

DEFINITIONS

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PROCESS & PROCEDURES

Requests to award credit for prior learning may be initiated by faculty or by an individual student. If initiated by a student, the request should generally be made prior to or within the first semester of enrollment. Regardless of who initiates the request, all credit for prior learning must be approved through the university's curriculum approval process as outlined in the Curriculum Approval policy. Once approved, all documentation associated with the approval will be on file with the Office of the Registrar.

The following processes and procedures are in addition to the curriculum approval process:

Office of Compliance and Enterprise Risk Management Use Only

Policy No.: 738

Policy Sponsor: Type the title of the Executive Leader of the department.

Originally Issued: Not Set

Last Revision: 04/22/2016

Last Review: 06/20/2017

Credit for prior learning from standardized or field examinations. Augusta University may award credit for tests from certain standardized or field examinations such as Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), Scholastic Aptitude Subject Test II, and the DANTES Subject Standardized Tests. Faculty of the appropriate discipline shall review at least once every five years -- or when a major change takes place in the examination -- 1) the required score(s), 2) level of credit, and 3) amount of credit awarded. Any recommendation for change resulting from this review must be submitted through the Curriculum Approval process. Credit for prior learning from standardized or field examinations shall be awarded automatically upon entrance to the university after receipt of official scores from the examination agency. A list of the required score(s), level of credit, and amount of credit awarded is available at the Office of the Registrar and Office of Academic Admissions. Credit awarded for prior learning from standardized or field examinations shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade. The Office of Academic Admissions is responsible for processing credit for prior learning from standardized or field examinations.

Credit for prior learning from Augusta University departmental examinations. Students may request to receive credit for prior learning through departmental examinations (sometimes known as "challenging a course") for courses that apply to their official program of study consistent with departmental policy. Faculty of the appropriate discipline may decide to recommend credit through departmental examinations. A copy of the examination, a chart linking examination questions to student learning outcomes appropriate to the rigor and level of credit being awarded, and a standardized scoring methodology are available in each department and with the Office of Academic and Faculty Affairs. A list of 1) the required score(s), 2) level of credit, and 3) amount of credit awarded based on departmental examinations is available at the Office of the Registrar. Credit awarded for prior learning from departmental examinations shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade. A non-refundable fee of \$25.00 (USD) per credit hour must be assessed prior to a student attempting departmental examinations (e.g. \$75.00 for a three-credit course). The academic department administering the examination is responsible for providing a graded copy of the examination and a letter outlining the amount of credit to be awarded based on the attempt to the Office of the Registrar. The Registrar will also be informed if the student fails to achieve a minimum credit-eligible score on the exam.

Credit for prior learning for significant, documented, experiential learning. Faculty of the appropriate discipline may decide to recommend credit for significant, documented, and verified experiential learning for courses that apply to a student's official program of study. A chart linking these learning experiences to Augusta University course-level student learning outcomes appropriate to the rigor, level, and amount of credit being awarded is required. Faculty of the appropriate discipline shall review previously approved experiences at least once every five years. Any recommendation change resulting from this review must be submitted through the Curriculum Approval process. A list of approved experiences is available at the Office of the Registrar. Credit awarded for prior learning from significant, documented, experiential learning shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade.

REFERENCES & SUPPORTING DOCUMENTS

Southern Association of Colleges and Schools Commission on Colleges (SACSCOC). Direct Assessment Competency-Based Educational Programs Policy Statement.
(<http://www.sacscoc.org/pdf/081705/DirectAssessmentCompetencyBased.pdf>)

RELATED POLICIES

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APPROVED BY:

President, Augusta University and CEO, AU Health System Date: 06/20/2017