

Winona State University



Number: 3-35-A

Responsible Officer: AVP of Distance Education & Summer Session
Responsible Office: Adult & Continuing Education

Title: Credit for Prior Learning Procedure

Section 1: Purpose

This procedure defines the requirements for implementation of WSU Credit for Prior Learning Policy for evaluating and granting credit to students admitted to Winona State University for successful college-level learning gained in non-credit or experiential settings.

Section 2: Authority

The authority for this procedure shall be WSU Policy 3-35 (Credit for Prior Learning), Minnesota State Policy 3-35 (Credit for Prior Learning Policy), Minnesota State Procedure 3-35-A (Credit for Prior Learning Procedure), and the IFO/Minnesota State Master Agreement.

The university shall grant credit for prior learning for a veteran's military training or service in compliance with Subd.2 of Minnesota Statute 197.775 Higher Education Fairness.

Section 3: Definitions

Refer back to Policy 3-35 for definitions.

Section 4. Criteria for Assessment of Prior Learning

Credit for prior learning includes a broad range of nationally recognized and locally developed examinations as well as the portfolio review or competence demonstration. When determining whether to award college credit to students for prior learning, the following standards will be used as a guideline along with the IFO/Minnesota State Master Contract.

Ten Standards for Assessing Learning by the Council for Adult & Experiential Learning (CAEL)

1. Credit or its equivalent should be awarded only for learning, and not for experience.
2. Assessment should be based on standards and criteria for the level of acceptable learning that are both agreed upon and made public.
3. Assessment should be treated as an integral part of learning, not separate from it, and should be based on an understanding of learning processes.

4. The determination of credit awards and competence levels must be made by appropriate subject matter and academic or credentialing experts.
5. Credit or other credentialing should be appropriate to the context in which it is awarded and accepted.
6. If awards are for credit, transcript entries should clearly describe what learning is being recognized and should be monitored to avoid giving credit twice for the same learning.
7. Policies, procedures, and criteria applied to assessment, including provision for appeal, should be fully disclosed and prominently available to all parties involved in the assessment process.
8. Fees charged for assessment should be based on the services performed in the process and not determined by the amount of credit awarded.
9. All personnel involved in the assessment of learning should pursue and receive adequate training and continuing professional development for the functions they perform.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised as needed to reflect changes in the needs being served, the purposes being met, and the state of the assessment arts.

Section 5. Awarding and Recording of Credits, Fees and Responsibilities

A. Recording of credit awarded

WSU Warrior Hub or Admissions Office shall record the credit awarded through prior learning assessment on the official student transcript.

B. Transfer of Credit

Credit for prior learning will be accepted in transfer by the university in accordance with Board Policy 3.37 and Procedure 3.37.1 Minnesota Transfer Curriculum and Board Policy 3.21 and Procedure 3.21.1 Undergraduate Course Credit Transfer.

C. Fees for Prior Learning Assessment and Credit by Exam

When applicable, a student shall be charged for the services related to the prior learning assessment process in accordance with Minnesota State Policy 5.11 and Procedure 5.11.1, Tuition and Fees.

D. Resident Credit

WSU shall award credit for prior learning consistent with university residency and graduation requirements. Credits that are assessed by university faculty through portfolio review and credit by exam will count toward residency credit requirements. Credit earned through national standardized exams, military credit, corporate training and other forms of third-party assessments will not count toward the university residency credit requirement.

E. Student Responsibility

A student seeking credit for prior learning shall provide supporting information for the prior learning assessment as specified in WSU Policy 3-35.

F. University responsibility

WSU shall provide students with timely and readily accessible information about opportunities for credit for prior learning in official publications, such as the college or

university catalog, web sites, and advising materials, and provide a timely decision regarding the evaluation process as outlined in WSU Policy 3-35. WSU shall offer information and resources on portfolio preparation.

G. Student appeal

Student appeal of credit for prior learning decisions shall be addressed through the college or university academic appeals process as stated in WSU Policy 3-35.

Section 6. Methods of Prior Learning Assessment

- A. National and international standardized examinations. The University provides opportunities for an admitted student to demonstrate college-level learning such as nationally recognized examinations:
 - a. Advanced Placement (AP) examinations;
 - b. International Baccalaureate (IB) examinations;
 - c. College Level Examination Program (CLEP) examinations; and
 - d. DANTES Subject Standardized Tests (DSST).
- B. University faculty-developed challenge examinations. University faculty may provide opportunities for an admitted student to demonstrate college-level learning through course-specific examinations. Academic departments shall specify courses available to an admitted student for credit by faculty-designed examination.
- C. Evaluated non-college programs such as:
 - a. National College Credit Recommendation Service (NCCRS);
 - b. American Council on Education (ACE) evaluations of corporate training and military training.
- D. Individual assessments, particularly portfolio-based assessments. University faculty may offer a student the opportunity to earn college credit through portfolio review and competence demonstration, and, if so, university academic departments shall specify which courses and what areas qualify for credit by portfolio review and competence demonstration. The student shall submit appropriate evidence of college-level learning for prior learning assessment.

Section 7: Internal Procedures for Credit for Prior Learning

- A. Advanced Placement (AP) examinations
 - 1. The student requests that the AP score report be sent to the WSU Admissions Office.
 - 2. WSU shall award lower division course credit for scores of 3 or higher on AP examinations.
 - 3. The results are entered into the student's record.
- B. Credit for International Baccalaureate (IB) examinations
 - 1. Higher level examinations. Students receive three (3) or more course credits for scores of four (4) or higher on individual Higher Level IB examinations.
 - 2. Standard level examinations. Students receive two (2) or more course credits for scores of four (4) or higher on individual Standard Level IB examinations.
 - 3. Process:
 - a) The student requests IB results be sent to WSU Admissions Office.

- b) The Admissions Office receives and reviews the results and enters the credits awarded into the student record system.
- C. Credit for College Level Examination Program (CLEP) examinations:
WSU shall award university credit to students who earn a score of 50 or higher on CLEP examinations, with the exception of Level 2 foreign-language examinations, for which a minimum score of 60 for German language, 59 for French language, and 63 for Spanish language is required. These scores conform to the recommendations made by the American Council on Education (ACE).
1. The student requests CLEP results to be sent to WSU.
 2. The Admissions Office receives and reviews the results and enters credits awarded into the student record system.
- D. Credit for Other National Standardized Exams
WSU may award college credit to students who earn an institutionally determined score or higher on other national standardized exams, including, but not limited to, National Occupational Competency Institute (NOCTI), Thomas Edison Credit by Exam (TECEP), Excelsior, and DANTES Subject Standardized Test (DSST).
1. The student requests that results be sent to the WSU Admissions Office.
 2. The Admissions Office receives and reviews the results and enters credits awarded into the student record system.
- E. Course-specific examinations designed by university faculty
WSU academic departments may provide opportunities for an admitted student to demonstrate college-level learning through course-specific examinations designed by university faculty. The department shall specify which courses are available to an admitted student for credit by faculty-designed examination.
1. Student obtains the Credit by Exam form from the Warrior Hub.
 2. The student submits the approved Credit by Exam form to the Academic Department. The Instructor, Department Chairperson, and Dean review and approve the proposed Credit by Exam form.
 3. The student returns the approved Credit by Exam form to the Warrior Hub and pays a per credit attempted fee.
 4. The approved and completed Credit by Exam form is forwarded by the Warrior Hub to the Academic Department, allowing the student to take the examination for evaluation by the instructor.
 5. Following the exam, the instructor completes the Credit by Exam form and returns the form to the Warrior Hub.
 6. After finals week, the course and grade are entered into the student record system.
- F. Retroactive credit for World Language courses
1. The student must be currently enrolled at WSU and have a 2.0 cumulative grade point average.
 2. The student must earn a grade of "A" or "B" in WSU language courses 102, 201, or 202.
 3. The student may obtain retroactive credit for language course 101 or for any lower level courses below the course in which they earned the "A" or "B".
 4. The student must complete the designated retroactive credit form(s) available through the Warrior Hub or the World Languages department and pay a processing fee at the Warrior Hub.

G. Military credit

WSU shall recognize and award academic credit for courses and occupations that were part of military training or service and that meet the standards of the American Council on Education (ACE) or equivalent standards for awarding academic credit through the Joint Services Transcript (JST).

1. The student works with the WSU Veteran's Office to retrieve the JST online from the appropriate military website.
2. The JST is received in the Admissions Office and entered into the student record system.
3. The Admissions Office receives the JST, accepts the ACE recommendation, and enters credits awarded into the student record system.

H. Individual assessments, particularly portfolio-based assessments

WSU shall provide students the opportunity to demonstrate their college-level learning through the completion of a portfolio evaluated by university faculty to determine credit equivalence.

1. Student submits a Request for Prior Learning Assessment form to the Adult & Continuing Education department along with the established non-refundable processing fee for each academic program requested.
2. The Adult & Continuing Education portfolio advisor sends the portfolio and a copy of the Request for Prior Learning Assessment form to the academic Department Chair. The request will indicate whether the student is seeking to use portfolio credit for major/minor requirements and for a letter grade or Pass/No Credit (P/NC) grade.
3. The Request for Prior Learning Assessment form and portfolio shall be reviewed at the academic departmental level.
4. After the review, the academic Department returns the portfolio and Request for Prior Learning Assessment form with the award decision to the Adult & Continuing Education department.
5. Adult & Continuing Education informs the student of the department's decision and consults with the student on accepting the credits. If the department decision is different than what the student initially requested, then the student may decide whether to accept the credit offered.
6. If the student accepts the credit award decision, Adult & Continuing Education completes a data form and sends it to the Warrior Hub to award the credits.
7. Faculty who conduct portfolio review assessments are compensated according to the terms of the IFO/Minnesota State contract. Adult & Continuing Education will initiate the process for faculty compensation.

Related Documents:

- WSU Policy 3-35 Credit for Prior Learning
- Procedure 3.15.1 Advanced Placement Credit
- Procedure 3.16.1 International Baccalaureate Credit
- Procedure 3.21.1 Undergraduate Course Credit Transfer
- Procedure 3.33.1 College-Level Examination Program (CLEP) Credit
- Procedure 3-35-A Credit for Prior Learning
- Board Policy 3.29 College and University Transcripts
- System Procedure 5.11.1 Tuition and Fees
- Minnesota Statutes §197.775 Higher Education Fairness

- Minnesota Statutes §120B.13 Advanced Placement and International Baccalaureate Programs
- Minnesota Statutes §120B.022 Elective Standards

Procedure History:

Date of Adoption:

Date of Implementation:

Date & Subject of Revisions: