![Winona State University logo]

Administrative Number   3-35-b
Responsible Office: Adult & Continuing Education
Responsible Officer: Associate Vice President for Academic Affairs

Procedure on: Credit for Prior Learning – Internal Assessments

Purpose:

This procedure establishes practices for providing credit for prior learning opportunities to admitted WSU undergraduate and graduate students through internal university assessment and evaluation.

Procedure:

Part 1. Types of Internal Assessments and Associated Processes.

A. Course-specific Examinations (Credit by Exam)
    WSU academic departments may allow admitted students to demonstrate college-level learning through course-specific written or oral examinations designed by university faculty. The department specifies which courses are available.

    1. Students who are currently enrolled at WSU and have a 2.0 cumulative grade point average or higher are eligible for Credit by Exam.
    2. Students initiate the process by contacting the department chair or instructor to request Credit for Prior Learning (CPL) through Credit by Exam.
    3. The instructor develops and administers the exam to eligible students.
    4. If the student passes the exam, the instructor submits the course information and grade earned. If the student does not pass the exam, no further action is taken, and the process ends.
    5. Warrior Hub staff create the course in the student record system, register the student, and record the grade earned.
    6. Students are charged a processing fee for the Credit by Exam process.
    7. The results are entered into the student's record after the current semester withdraw date. Students can view the course on the Degree Audit Report.

B. Retroactive Credit for World Language Courses
    Students can obtain retroactive credit for language courses 101, or for any lower-level courses below the course in which they have earned an "A" or "B" grade.

    1. Students who are currently enrolled at WSU, have a 2.0 cumulative grade point average or higher, and earn a grade of "A" or "B" in WSU language courses 102, 201, or 202 are eligible for retroactive credit.

2. The instructor submits the course information and grade earned.
3. Warrior Hub staff create the course in the student record system, register the student, and record the grade earned.
4. Students are charged a processing fee for the Credit by Exam process.
5. Students can view the course on the Degree Audit Report.

C. Portfolio Review
WSU provides students the opportunity to demonstrate their college-level learning by completing a portfolio evaluated by university faculty to determine credit equivalence.

1. Students who are currently enrolled at WSU and have a 2.0 cumulative grade point average or higher are eligible for portfolio review.
2. Students initiate the process by contacting the Adult Entry Advisor in Adult & Continuing Education.
3. Eligible students compile materials and a written summary of equivalent learning to be analyzed by faculty.
4. Students submit a Request for Prior Learning Assessment form to initiate the process, indicating if they are seeking to use portfolio credit for major/minor requirements and for a letter grade or pass/no credit (P/NC) grade.
5. Students will be charged a non-refundable processing fee for each academic program in which credit is being requested.
6. Department faculty will review the Request for Prior Learning Assessment form and portfolio and will notify the dean of the college if credits are recommended.
7. The department notifies the student of the decision to award credit. If the department decision is different than the student's request, then the student may decide whether to accept the credit offered.
8. If the student accepts the credit award decision, the form is routed to the Warrior Hub for transcription of the credits.
9. Faculty who conduct portfolio review assessments are compensated according to the terms of the IFO/Minnesota State contract. Adult & Continuing Education initiates the process for faculty compensation.
10. The results are entered into the student's record after the current semester withdraw date. Students may view the credits on the Degree Audit Report.

Part 2. Awarding and Recording of Credits, Fees, and Responsibilities

A. Awarding of credit
Credits awarded through CPL – Internal Assessments can be awarded at the graduate or undergraduate level as course-equivalency or as an individual subject area. Credits awarded may fulfill general, technical, Minnesota Transfer Curriculum (MnTC), major/minor, and/or elective courses.

B. Credit Limit for CPL – Internal Assessment
WSU does not limit the total number of credits students may be awarded for CPL internal assessments.

C. Fees for CPL – Internal Assessment

WSU charges students for services related to the CPL - Internal Assessment process in accordance with Minnesota State Policy 5.11 and Procedure 5.11.1, Tuition and Fees. Current rates are available on the CPL website.

D. Recording of credit awarded

WSU Warrior Hub or Admissions Office staff record the credit awarded through CPL – Internal Assessments as a course on the official student transcript in the same term that the credit is awarded. The source of the credit awarded is entered into the student record system but is not displayed on the official student transcript.

E. Resident Credit

WSU awards credit for CPL – Internal Assessments consistent with the residency and graduation requirements in Minnesota State Policy 3.36 and Procedure 3.36.1 Academic Programs. Credit awarded through CPL – Internal Assessments apply toward residency credit requirements.

F. Student Appeal

Student appeal of CPL decisions are addressed through the college or university academic appeals process as stated in WSU Policy 3-35.

a. Transfer of Credit

Credit for prior learning is accepted in transfer by the university according to Minnesota State Policy 3.21 and Procedure 3.21.1 Undergraduate Course Credit Transfer.

G. University Responsibility

WSU provides students with timely and readily accessible information about opportunities for CPL in official publications such as the university catalog, web sites, and advising materials. WSU offers students information and resources on portfolio preparation.

President's Signature: _____ Date: _____

Responsible Officer's Signature: _____ Date: _____

Definitions:

a. Credit by Exam: Credit awarded through assessment based on an examination developed by WSU faculty, commonly for, but not limited to, course-specific learning equivalency.

b. Credit for Prior Learning (CPL): Academic credit awarded for demonstrated college- and university-level learning gained through learning experiences outside of the college or university classroom, assessed by academically sound and rigorous methods and processes.

c. CPL Internal Assessments: Assessment methods and processes used by Winona State faculty members to evaluate students' demonstrated learning and/or competence. Such assessments determine competence-to-credit comparability, course-equivalency or

individualized subject status, and application to degree requirements or electives. CPL internal assessment types include, but are not limited to, credit by exam, prior learning portfolio assessment, individualized subject-area assessment, group or seminar assessment, and competency-based assessment.

d. Individual Subject Area: A subject area that is not equivalent to any course offered at the university.

Authorizing Policy: 3.35 Credit for Prior Learning

Related Documents

- Board Policy 5.11 Tuition and Fees
- Board Procedure 5.11.1 Tuition and Fees
- Board Policy 3.36 Academic Programs
- Board Procedure 3.36.1 Academic Programs
- Board Policy 3.21 Undergraduate Course and Credit Transfer and the Minnesota State Curriculum
- Board Procedure 3.21.1 Transfer of Undergraduate courses, Credit, Associate Degrees and the Minnesota Transfer Curriculum
- For additional definitions, refer to Policy 3-35

<u>Policy History</u>

Date of Adoption: Click or tap to enter a date.
Date of Implementation: Click or tap to enter a date.
Date and Subject of Revisions: