University of Evansville Credit for Prior Learning Policy

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Adapted from the CAEL (Council for Adult and Experiential Learning) Credit for Prior Learning Policy template

Purpose of Policy:

The University of Evansville values the college-level learning that students acquire outside of formal higher education. This policy outlines the practices associated with recognizing student prior learning experiences and maintaining the University of Evansville's high standards of academic achievement.

Credit for Prior Learning:

The University of Evansville defines credit for prior learning (CPL) as awarding academic credit for college-level learning obtained through various work and life experiences that correspond to courses within the university curriculum.

Validation methods:

The following methods are acceptable for validating prior learning and awarding credit:

1. Portfolio submission. This method is available only to students in the University Studies and Organizational Leadership programs.
2. Credit through external examinations. Credit demonstrated by successfully passing national for-credit examination programs such as the College Board College Level Examination Program (CLEP) and Advanced Placement (AP) exams. The scores that constitute a passing score are available here: https://www.evansville.edu/admission/transfercredits.cfm
3. Credit through departmental examinations
4. Credit through military experience

Credit awarded through prior learning must correspond with existing University of Evansville courses. Credit for Prior Learning submitted via portfolio are evaluated by UE subject-matter experts, using course descriptions and outcomes for guidance. Rubrics and guidelines are provided to portfolio evaluators.

Eligibility:

All students are eligible for prior learning credit via credit by examination and when applicable, military credit. Policies regarding military credit and credit by examination are available through the Office of the Registrar: https://www.evansville.edu/registrar/transfercredits.cfm

- Credit for prior learning through portfolio submission is limited to students that have matriculated to UE within the adult student programs of University Studies and Organizational Leadership.

Number of credits:

The maximum number of credit hours earned through CPL is dependent on the validation method and degree program:

- A maximum of two courses can be earned through credit by examination through (CLEP) or departmental examination. Students within the University Studies or Organizational Leadership programs are eligible to earn a maximum of four courses through CLEP.
- Eligible students within the University Studies and Organizational Leadership programs may earn a maximum of 30 credit hours of prior learning credit. This can be earned through a combination of portfolio submission or CLEP examination (maximum of four courses).

- The University of Evansville allows students to earn an unlimited number of hours of credit prior to entrance through the College Board Advanced Placement testing program and through the International Baccalaureate program, providing institutional grade standards have been achieved.

All transfer policies established by the Registrar's Office apply to students who earn CPL credits. A minimum of 48 credit hours must be completed in residence to earn a baccalaureate degree from the University of Evansville. Credits obtained through CPL do not contribute to the 48-credit hour minimum. The majority of courses within the major must also be completed at UE.

Credit through portfolio submission:

The University of Evansville will award credit for college-level learning gained through work experience or specialty certifications through portfolio submission for students within the adult programs of University Studies and Organizational Leadership.

Portfolios should document relevant learning that corresponds with individual courses offered at UE, detailing how learning outcomes have been achieved. Students can complete more than one portfolio to earn credit hours for multiple courses, not exceeding 30 credit hours total.

In order to prepare students for successful portfolio submission, eligible students interested in completing a portfolio for CPL will be enrolled in a free, non-credit, self-paced course within Blackboard.

Application of credits:

Prior learning credits will be applied to meet degree or program requirements in the same manner as other credits earned at the University of Evansville.

UE will associate a course title and number to the credit awarded. Neutral grades of Pass or Fail will be utilized. Conventional letter grades will not be used.

Fees:

The administering of fees to the student is dependent on the CPL validation method:

- There are no fees associated with awarding credit through examination
- There are no fees associated with awarding credit through military transcript
- Portfolio submission: After a portfolio has been assessed and credits are awarded, the student will pay the associated fees of $50 per credit hour earned. The credit will then be reflected on the student's transcript.

Tracking:

Student CPL participation and results will be tracked and assessed annually with the collaboration of the student's academic program and the Office of the Registrar. Portfolios will be maintained by the academic department. Awarding of credit will be tracked by the Registrar.

Transferability:

Transcripts of incoming students that have earned prior learning credit from other institutions will be assessed individually and credit will be awarded on a case-by-case basis.