

ADMINISTRATIVE PROCEDURE

TITLE: Credit for Prior Learning

ADMINISTRATIVE PROCEDURE # 4402

RELATED TO POLICY # N/A

- A. In all cases of non-traditional credit, a student must have an established UCC transcript before credit can be recorded. Nontraditional credit may not be used to establish the residency requirement.
- B. The UCC Registrar's Office will evaluate any of the following learning experiences for credit: Advanced Placement classes, College Level Entrance Examination Program (CLEP), DPTTS exams, International Baccalaureate (IB), Military Service Credit, credit-for-prior learning, Credit by Exam, and coursework at non-accredited institutions. Block credit is not granted and only the subject areas taught by UCC will be considered for credit.
1. Credit by Exam: UCC equivalencies follow the American Council on Education (ACE) score recommendations for credit by exam, CLEP, DPTTS and IB credits. Official transcripts must be submitted to the Registration and Records department. Students can access UCC's CAEL Credit Predictor Pro to determine exam qualifications and upload unofficial transcripts. Credit will not be awarded without official transcripts. CAEL Cred Predictor Pro will be used as a tool to identify potential CPL credits and not to award credit. No student fee associated with this type of CPL.
 2. Military Service Credit: UCC equivalencies may be granted for formal military courses after careful evaluation of transcripts, records and information provided in the "Guide to Educational Experiences in the Armed Services." Two credits of physical education credit may be granted for military basic training. A copy of the DD214 is required. No student fee associated with this type of CPL.
 3. Coursework at Non-Accredited Institutions: Credit may be granted for course work completed at training sites other than those listed in the "Transfer Credit Practices Directory" published by the American Association of Collegiate Registrars and Admission Officers. Examples include hospitals, banks, corporations, business schools, etc. No student fee associated with this type of CPL.

- a. Students must furnish detailed training records, course outlines, course objectives and/or course outcomes and, whenever possible, transcripts. Individual departments will evaluate and assign a UCC equivalency.
 - b. Course work evaluated from non-accredited institutions is not acceptable for meeting the requirements for an Associate of Arts Oregon Transfer (AAOT) degree or Associate of Science Oregon Transfer (ASOT).
 - c. For any Substitute course work to meet General Education, degree, and/or certificate requirements: Petitions are submitted to the Student Services Office and at the discretion of the Chief Academic Officer.
4. Transcription/Transferring Credits: In all cases of non-traditional credit, a student must have an established UCC transcript before credit can be recorded. Nontraditional credit may not be used to establish the residency requirement. Students submit transcripts to the Registrar for transcribing. No student fee associated with this type of CPL.
5. Outside Review of Transcript / Experience: Student submits a list of equivalencies completed at another qualifying institution to the Registrar's office for transcription. No student fee associated with this type of CPL.
6. Industry or Professional Certifications: Departments may award college credit based on industry or professional certifications by directly correlating the applicants' training, years of experience, special assignments, training, and conferences.
 - a. Students follow the department approved process.
 - b. The department chair, and/or assigned content expert determines appropriate course equivalent and submits documentation to Registrar for recording credits on the college transcript as appropriate.
 - c. No student fee associated with this type of CPL.
7. Institutional Challenge Course: Students may challenge courses for credit if justification exists. Proficiency must be shown through midterm and final examinations and/or skill proficiency demonstration. Students are responsible for the fee.
 - a. Financial aid funds may not be used to pay for challenge courses. Challenges are not considered part of the residency requirements for degrees, diplomas, or certificates nor are they considered in determining full-time status or eligibility for athletics or student benefits, including financial aid or veterans' benefits.
 - b. Students may not challenge a course if they have already received a grade in the same course or if the course is a lower level than a course previously

completed. A course may not be challenged more than once. Following an unsuccessful challenge, students must enroll in the course to obtain credit.

c. Institutional Challenge Exam Procedure:

- 1) Consult the Curriculum Assessment and Scheduling Office (CAS) to determine if a course challenge is possible.
 - 2) Student complete Course Challenge Application and submit it to the CAS Office (cas@umpqua.edu)
 - 3) CAS Office will approve application, identify the appropriate content expert, and coordinate testing arrangements, then provide contact information to student.
 - 4) Student and assigned content expert complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and content expert.
 - 5) Upon successful outcome of the challenge course/final exam, the content expert confirms challenge completion with signature on the form. Student submits signed form to the CAS office to initiate registration.
 - 6) UCC Academic Scheduling and Records Specialist creates CRN number. Once completed the form goes to the Registration and Records office for processing. The Registrar contacts the student to notify them of completed registration and tuition fee and due dates. Students must pay tuition for the challenge course/final exam within ten business days.
 - 7) The course grade will be reported on the college transcript at the close of the term.
8. Independent Study/Portfolio: Students may leverage life experience for credit by demonstrating learning through the development of a portfolio of their learning experiences.
- a. Students may choose from a list of approved CPL courses (with evaluation criteria benchmark to meet) and develop a portfolio that provides evidence to support the evaluation criteria of course learning outcomes. If students want to portfolio courses not on the approved list, students will need to department approval.
 - b. The portfolio must be supported by collected evidence. Evidence may include documentation such as certificates of training, resume, job performance evaluations, work samples, demonstration of skill, awards, honors, job descriptions, samples of artwork, and evidence of independent learning, etc.

- c. Students pay tuition fees for the course. Faculty to be paid at the independent study rate for portfolio or independent study work.
- d. Portfolio Procedure:
 - 1) Complete Portfolio Application: Student completes application form and submits it to CAS Office.
 - 2) Portfolio Approval & Evaluation Criteria:
 - a) For courses on the approved CPL list: CAS office reviews student application and approves it. CAS office assigns Content Expert/Faculty Reviewer for course(s) selected from the list.
 - b) For courses not on the approved list: CAS office communicates with department to gain approval and identify evaluation criteria required to meet course requirements. If approved, department to assign a Content Expert/Faculty Reviewer from department to oversee/provide feedback to student in Canvas course.
 - 3) Portfolio - Get Started: CAS office communicates approval to student and enrolls student in Canvas course to start working on portfolio.
 - 4) Complete Portfolio: Student completes a self-paced online canvas course with in-module assignments/activities and faculty feedback. CAS Office to monitor course and forward assignments to Content Expert for review/feedback, following the criteria provided by the department for assessment.
 - 5) Submit Portfolio: Student submits all final required criteria in canvas course, CAS office review and forward to assigned faculty reviewer and Registrar for final approval.
 - 6) Portfolio Final Approval: Department/Faculty Reviewer/Content Expert and Registrar approve for CPL.
 - 7) UCC Academic Scheduling and Records Specialist creates CRN number. Once completed the form goes to the Registration and Records office for processing. The Registrar contacts the student to notify them of completed registration and tuition fee and due dates. Students must pay tuition for the course(s) within ten business days.
 - 8) Credit transcribed to student transcript as "CPL"

RESPONSIBILITY:

The Chief Academic Officer is responsible for implementing and updating this procedure.

NEXT REVIEW DATE: 2030-2031

DATE OF ADOPTION: 4/5/2023 by CC

DATE(S) OF REVISION: 2/12/2024 by CC

DATE(S) OF PRIOR REVIEW: