



**UMPQUA**  
Community College

## **ADMINISTRATIVE PROCEDURE**

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**TITLE: Credit for Prior Learning**

**ADMINISTRATIVE PROCEDURE # 4402**

**RELATED TO POLICY # N/A**

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- 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 course-work 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.
  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.
  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.
    - 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. Students may request: 1) Substitute course work to meet General Education requirements and, 2) Substitute course work to meet degree/ and/or certificate requirements. Petitions are submitted to the Student Services Office and at the discretion of the Chief Academic Officer.
4. 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 fill out the department's application and pay a non-refundable fee for the initial evaluation, plus an additional per credit fee once approved.
  - b. The department chair, and/or teaching faculty determines appropriate course equivalent and submits documentation to Registrar for recording credits on the college transcript as appropriate.
5. Institutional Challenge Exams: Departments may allow students to challenge courses for credit if justification exists. Proficiency must be shown through midterm and final examinations and/or skill proficiency demonstration. In addition to tuition and fees, a challenge fee will be charged for each course challenged.
- a. Financial aid funds may not be used to pay for course challenges. Challenges do not count in credit hours used to determine financial aid or veteran benefits, nor are they considered a portion of the residency requirements for degrees or certificates.
  - 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 appropriate instructor to determine if a course challenge is possible.
    - 2) Complete the Course Challenge Application and obtain the appropriate instructor and department chair's signatures.
    - 3) Present Course Challenge Application to the Office of the Registrar with instructor and department chair approvals to challenge the course and pay the appropriate fee.

- 4) Complete the challenge examination during the term initiated and at a time mutually agreed upon by the student and instructor. If the challenge is successful, students are responsible for returning the completed Course Challenge Application to the Office of the Registrar in addition to paying the course tuition and fees within one week.
- 5) The course grade will be reported on the college transcript at the close of the term.

**RESPONSIBILITY:**

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

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**NEXT REVIEW DATE: 2030-2031**

**DATE OF ADOPTION: 4/5/2023 by CC**

**DATE(S) OF REVISION:**

**DATE(S) OF PRIOR REVIEW:**