

## William Paterson University Policy Academic Policy

<b>SUBJECT:</b>	Credit for Prior Learning	<b>TITLE:</b>	Credit for Prior Learning		
<b>CATEGORY: Check One</b>	<b>Board of Trustees</b> <input type="checkbox"/>	<b>University</b> <input type="checkbox"/>	<b>Functional</b> <input checked="" type="checkbox"/>	<b>School/Unit</b> <input type="checkbox"/>	
<b>Responsible Executive:</b>	Provost and Senior Vice President for Academic Affairs		<b>Responsible Office:</b>	Office of the Provost	
<b>CODING:</b>	02-20-01-02-09	<b>ADOPTED:</b>	9-1-1987	<b>AMENDED: [date amended]</b>	8-16-2022
			<b>LAST REVIEWED: 2/8/2022</b>		

### PURPOSE

This policy describes the university academic requirements and practices to award credit for prior learning based on examinations, portfolio assessment, certificates or other evidence of prior learning.

### ACCOUNTABILITY

The Office of the Provost is responsible for enforcement of this policy

### POLICY

Currently registered undergraduate students in good standing may receive credit for certain courses by successful performance in examinations offered by academic departments, the College Level Examination Program (CLEP), the Thomas Edison State University TECEP Examination Program, the New York State Excelsior College UExcel Examination Program, the New York University language examinations, or an equivalent examination program. In some instances, a supplementary laboratory, practicum, or performance examination may be required to satisfy major program requirements.

Currently registered undergraduate students may also acquire credit for postsecondary knowledge undertaken in a non-collegiate setting based on review of prior learning. Options for assessing credit equivalencies include review of a Prior Learning Assessment Portfolio or review of academic learning outcomes that align with professional credentials (such as licenses or certificates) based on American Council on Education (ACE) national standards. Non-collegiate learning may have been acquired through corporate training, professional experience, professional licensing, community service, certifications., etc. Credit by PLA portfolio is available to all undergraduate students, but is most commonly used by adult learners. William Paterson University follows the standards developed by The Council for Adult and Experiential Learning (CAEL) regarding assessment of prior learning ([www.cael.org/pla](http://www.cael.org/pla)).

Graduate programs maintain program specific policies on granting credit by examination or experience based on

best practice and standards for each discipline.

Students who think they have sufficient knowledge, acquired by experience or private study, are encouraged to accelerate or enrich their degree program in these ways. When credit is awarded based on exams administered, or PLA portfolios reviewed, by academic departments, a grade of P is entered on the transcript and this grade is not included in the grade point average. When credit is awarded by the University for third-party exam programs or for ACE credit equivalencies, it is entered as transfer credit on the student's transcript.

Institutional credits earned for prior learning by exam or PLA portfolio do not contribute to the calculation of the grade point average. Failure of external or internal examinations are not recorded on the transcript and therefore do not impact the student's GPA.

The credit for prior learning is subject to the following limitations:

1. No duplication of credit is permitted. Credit by examination or experience may not be used to repeat a course in which the student has already earned credit.
2. Credit by examination or experience is permitted for courses in which failing grades have been previously assigned. A Passing grade will be treated as a repeat of the failed course: the original F remains on the transcript but is labelled as repeated and is excluded from the GPA.
3. The level of achievement required for award of credit is at least that which is normally specified and recommended by the American Council on Education and generally accepted practice.
4. Full-time students who attempt these testing options are still expected to maintain a minimum 12-credit load during any semester of residence; exceptions may be made for students in their final semester of degree completion.
5. Challenge exams, standardized exams and/or PLA portfolios may not be used as part of full-time status in determining financial aid eligibility. Additionally, fees for credit by examination or PLA portfolio options will not be covered by financial aid.

The maximum number of credits a student may be awarded toward the baccalaureate degree through standardized examinations, credit equivalencies for professional credentials, and/or credits through transfer is 90. PLA Portfolio and course challenge examination credits are considered institutional credits and may apply toward the 30 credit residency requirement. Students who avail themselves of this maximum advanced standing credit are, nevertheless, expected to fulfill all major program prescriptions even though they may exceed the minimum 120 credits for the baccalaureate degree.

## PROCEDURES

### **College Level Examination Program (CLEP)**

The College Level Examination Program is a nationally recognized series of examinations that primarily tests the content and theory of undergraduate courses normally offered during freshman and sophomore years. They are prepared, updated, and processed by the Educational Testing Service.

There are thirty-three computer-based examinations from which to choose. Subject examinations are available and are generally equivalent to freshman-sophomore electives or introductory courses in major program sequences. Subject examinations are equivalent to single-semester (3- credit course) or two-semester (6-credit sequence). The University recognizes and grants credit for a satisfactory performance in these examinations for a minimum standard score of fifty.

Since CLEP examinations are primarily geared to freshman-sophomore levels, a student may be granted a maximum of 60 credits through these examinations whenever earned. Credit is awarded to students after the initial test or the first retest only. Examinations may be repeated after a six-month waiting period. **Any currently enrolled student who has completed 60 or more credits is ineligible to take General Examinations. Any currently enrolled student who has completed 90 credits is ineligible to take Subject Examinations.**

Successful completion of the beginner level of a foreign language CLEP sequence will not satisfy the University's foreign language requirement although the student may be eligible to receive degree credit. Students who pass the introductory level of a foreign language CLEP test may either complete, or place out of by examination, the intermediate level of the language to fulfill the University's foreign language requirement.

The Office of Testing maintains the CLEP Examination Program and their course equivalencies at William Paterson University. Additional information that governs these policies may be obtained at the Office of Testing web site [www.wpunj.edu/officeoftesting](http://www.wpunj.edu/officeoftesting).

### **TECEP and UExcel**

The University recognizes credit earned in TECEP exams, sponsored by Thomas Edison State University of New Jersey, and UExcel exams, sponsored by the New York State Excelsior College. William Paterson University recognizes and accepts a grade of CR for TECEP or a C or better for UExcel on some examinations presently available in these series, subject to the following restrictions:

1. No duplication of credit for CLEP, TECEP, or UExcel tests is permitted.
2. Students who have completed content and theory examinations may be required also to take local laboratory or performance examinations under special arrangements and with an additional fee.
3. Certain examinations may not be accepted in fulfillment of baccalaureate major programs and/or certification requirements. Students should consult major advisors about the acceptability and transferability of credit in their major sequence.
4. Unlike CLEP tests, only results of the initial testing are recognized by William Paterson University.

### **Prior Learning Assessment Portfolio Review**

The process of Prior Learning Assessment involves the following steps;

1. Students receive guidance about portfolio preparation through the Center for Degree Completion and Adult Learning in the School of Professional and Continuing Education (<https://www.wpunj.edu/cpe/adult-degree-completion-programs/>).
2. Students develop a portfolio demonstrating achievement of student learning outcomes for a specific William Paterson course including a combination of narrative, documentation, and reflection.
3. The portfolio is reviewed by a disciplinary expert, typically a faculty member in the department delivering the course.
4. The reviewer determines whether the portfolio should receive a PASS or FAIL grade. Such credits do not apply to the grade point average. Limitations covered by other university and program policies may apply.

By Direction of the Provost and Senior Vice President for Academic Affairs

Date: 8/16/2022

