

# Augusta University

## Policy Library

### Credit for Prior Learning

**Policy Manager: Office of the Vice Provost for Instruction**

#### **POLICY STATEMENT**

Credit toward undergraduate and graduate degrees may be awarded for college-level credit earned through standardized placement or field examinations such as Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), Scholastic Aptitude Subject Test II, Augusta University departmental examinations, or for significant, documented, experiential learning (e.g., college credit for military service). Awarding of credit for prior learning, regardless of type, must be approved through the Curriculum Approval policy. Awarding of credit for prior learning may not exceed 25% of the entire degree without approval from the Associate Vice President for Curriculum and Instructional Innovation.

Transfer credit is not considered credit for prior learning. See the Transfer of Credit Policy.

Many students may have participated in learning experiences prior to enrollment at the institution. When possible, Augusta University (AU) believes that credit should be given if student learning outcomes from those experiences can be mapped to courses offered within the curriculum and if those credits will count toward the student's official program of study.

#### **AFFECTED STAKEHOLDERS**

*Indicate all entities and persons within the Enterprise that are affected by this policy:*

- Alumni     Faculty     Graduate Students     Health Professional Students  
 Staff     Undergraduate Students     Vendors/Contractors     Visitors  
 Other:

#### **DEFINITIONS**

**Prior Learning Assessment (PLA):** a means of accelerating a student's progress to degree completion through the award of academic credit for demonstrated prior learning.

#### **PROCESS & PROCEDURES**

Requests to award credit for prior learning may be initiated by faculty or by an individual student. If initiated by a student, the request should generally be made prior to or within the first semester of enrollment. Regardless of who initiates the request, all credit for prior learning must be approved through the university's curriculum approval process as outlined in the Curriculum Approval policy. Once approved, all documentation associated with the approval will be on file with the Office of the Registrar.

The following processes and procedures are in addition to the curriculum approval process:

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**Next Review: 12/2023**

**Credit for prior learning from standardized or field examinations.** AU may award credit for tests from certain standardized or field examinations such as Advanced Placement (AP), International Baccalaureate (IB), College Level Examination Program (CLEP), Scholastic Aptitude Subject Test II, and the DANTES Subject Standardized Tests. Faculty of the appropriate discipline shall review the standards for the award of credit at least once every five years -- or when a major change takes place in the examination. This review should include 1) the required score(s), 2) level of credit to be granted, and 3) amount of credit awarded. Any recommendation for change resulting from this review must be submitted through the Curriculum Approval process.

Credit for prior learning from standardized or field examinations shall be awarded automatically upon entrance to the university after receipt of official scores from the examination agency. A list of the required score(s), level of credit, and amount of credit awarded is available at the Office of the Registrar and the Office of Academic Admissions.

Credit awarded for prior learning from standardized or field examinations shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade. The Office of Academic Admissions is responsible for processing credit for prior learning from standardized or field examinations.

**Credit for prior learning from Augusta University departmental examinations.** Students may request to receive credit for prior learning through departmental examinations (sometimes known as "challenging a course") for courses that apply to their official program of study consistent with departmental policy. Faculty of the appropriate discipline may decide to recommend credit through departmental examinations. If a department chose to develop such an examination, a copy of the examination, a chart linking examination questions to student learning outcomes appropriate to the rigor and level of credit being awarded, and a standardized scoring methodology are to be made available in each department and with the Office of the Registrar.

A list of 1) the required score(s), 2) level of credit, and 3) amount of credit awarded based on departmental examinations is available at the Office of the Registrar. Credit awarded for prior learning from departmental examinations shall be recorded on the student's transcript with the letter "K" in lieu of a letter grade. A non-refundable fee of \$25.00 (USD) per credit hour must be assessed prior to a student attempting departmental examinations (e.g. \$75.00 for a three-credit course). The academic department administering the examination is responsible for providing a graded copy of the examination and a letter outlining the amount of credit to be awarded based on the attempt to the Office of the Registrar. The Registrar will also be informed if the student fails to achieve a minimum credit-eligible score on the exam.

**Credit for prior learning for significant and documented experiential learning.** Faculty of the appropriate discipline may decide to recommend credit for significant, documented, and verified experiential learning for courses that apply to a student's official program of study. A chart linking these learning experiences to Augusta University course-level student learning outcomes appropriate to the rigor, level, and amount of credit being awarded is required.

Faculty of the appropriate discipline shall review previously approved experiences at least every five years.

**Credit for Military Experience.** In accordance with University System of Georgia policy AU will grant course credit for military experience. When a student requests academic credit based on experience in the military service, the following procedure will be followed:

1. A request will be forwarded to the Registrar for review of the student's experience under the recommendations made by the American Council on Education (ACE) Guide.
2. The Registrar will advise appropriate academic department head(s) of ACE recommendation(s) and request their recommendation as to the appropriate grant of academic credit, if any.
3. The department head(s) contacted in step 2 will advise registrar of what credit, if any, is to be granted in that specific discipline. In making these determinations it should be noted that credit should not be awarded for course/experiences not offered by that academic institution.
4. Based on the information received from department head(s) the Registrar shall record appropriate credit on official transcript and advise both the student and academic advisor of the credit that has been granted.

**Physical Education Credit and Military Service.** The granting of physical education credits shall be based upon the following:

1. Basic military training should serve as substitutes for Physical Conditioning and Marksmanship for a total of two (2) semester hour credits.
2. Experience beyond basic military training should be evaluated based upon length and type of activity and the level of accomplishment in the specific activity. For example:
  - A Navy Seal should receive credit for swimming.
  - A Medic should receive credit for first aid.
  - A Military Policeman should receive credit for self-defense.
3. Credit by examination may be offered to students having mastered a specific area of the basic physical education requirement.
4. If recommendations 1, 2, and 3 are not satisfactory, then the evaluation process will be determined by the appropriate academic office.

**Course Credit for International Baccalaureate Courses.** AU will award academic credit for appropriate courses in the USG core curriculum for corresponding IB subject areas in an IB Diploma Program in which the student obtained designated end of course assessment scores. Both Standard Level (college preparatory) and Higher Level (college comparable) courses will be considered for credit. Higher Level end-of-course assessment scores of four or more and Standard Level scores of five or more suggest that the IB Program work is comparable to a college course.

The course credit schema in the table below will be used system-wide, with allowances made for variable credits in each category to account for labs, and on occasion, for depth of material covered in the IB Program subject area that may be comparable to more than one college level course.

**Semester Credit Hours Granted**

<b>Score</b>	<b>Standard Level</b>	<b>Higher Level</b>
4	0	3-4
5	0-4	3-8
6-7	3-8	3-12

The particular courses for which students receive academic credit will be determined by the Registrar's office in cooperation with the head(s) of the appropriate academic department(s). Determinations of course comparability will be made by the respective departments.

Note: A student may opt not to accept credits.

If a student believes that the assessment of his or her work from standardized examination and or life experience (and subsequent awarding of credits) is in error, the student may file an appeal with the appropriate academic department and request a re-assessment. As with other academic matters, if the issue is not satisfactorily resolved at the department level, the student may then appeal to the dean of the respective school or college, with a final appeal to the Vice Provost for Instruction, whose decision in the matter will be final.

**REFERENCES & SUPPORTING DOCUMENTS**

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**RELATED POLICIES**

USG Academic Affairs Handbook 2.16: Academic Credit for Extra-institutional and Prior Learning:  
[https://www.usg.edu/academic\\_affairs\\_handbook/section2/C781](https://www.usg.edu/academic_affairs_handbook/section2/C781)

USG Policy Manual 3.3.6: Academic Credit for Extra-institutional and Prior Learning:  
<https://www.usg.edu/policymanual/section3/C338>

USG Policy Manual 3.3.6.1: Course Credit Earned from Military Experience:  
<https://www.usg.edu/policymanual/section3/C338>

USG Policy Manual 3.3.6.2: Course Credits for Standardized Examinations:  
<https://www.usg.edu/policymanual/section3/C338>

AU Transfer Credit Policy: <https://www.augusta.edu/compliance/policyinfo/policy/transfer-credit-policy.pdf>

AU Credit for Prior Learning Hand Book: Under revision.

**APPROVED BY:**

Interim Executive Vice President for Academic Affairs and Provost, Augusta University

Date: 12/10/2020

President, Augusta University

Date: 12/10/2020