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**CREDIT BY METHODS OTHER THAN FOR-CREDIT COLLEGE INSTRUCTION (PRIOR LEARNING, AP, COLLEGE-LEVEL EXAMINATION PROGRAM, IB, DEFENSE ACTIVITY FOR NONTRADITIONAL EDUCATION SUPPORT, MILITARY CREDITS)**

**Credit for Prior Learning**  
The University of Baltimore’s (UB) College of Public Affairs, Merrick School of Business, and Yale Gordon College of Arts and Sciences will consider awarding credit for prior learning through external standardized examinations (AP, IB, CLEP, DSST), military training, demonstrated completion of an approved industry credential, portfolios, , in addition to traditional transferred credits from accredited schools. Academic programs determine which courses may be eligible for prior learning credit, and they may agree to allow credit for general education or other requirements. Prior to awarding credit, faculty must review and approve the acceptance of these credits; course equivalencies for standardized exams and common industry credentials are maintained in the Office of Records and Registration. If prior learning credit cannot be awarded, students may discuss possible substitution options with their program.

No more than 45 credits may be awarded for all forms of prior learning, and no more than 12 may be applied to required courses in a major. No more than 9 credits may be awarded at the upper-division level, and no more than 12 in total may be awarded via portfolio credit. Programs may have lower limits, and some programs may not allow credit for prior learning in the major. Prior learning credits may not be applied to the last 30 credits of the degree.

Prior learning credit cannot be used to cancel the grade point average penalty of a low or failing grade from a course taken at the University of Baltimore; the repeat policy cannot be applied.

Prior Learning credit is not factored into admission eligibility. Prior Learning credit appearing on an official college or university transcript will be reviewed on a case-by-case basis. Students cannot use Prior Learning in duplication of other earned academic credit, nor can the credit replace coursework where the repeat policy is in effect. Students with questions should contact the Office of Admission at 410.837.4777 or [admission@ubalt.edu](mailto:admission@ubalt.edu).

**External Standardized Examinations**

UB will accept credit for external standardized examinations, provided the scores presented meet UB standards, and apply those credits to a student’s degree program as appropriate. Students can find equivalencies at [www.ubalt.edu/transfercredit](http://www.ubalt.edu/transfercredit); equivalencies may change as necessary. For specific exams:

* **Advanced Placement (AP)**: UB may award credit for AP scores of 3 or higher; however, for WRIT 101 a score of 4 or higher is required for credit. Enrolling students are required to submit official AP scores from the College Board prior to matriculation to receive credit.
* **College-Level Examination Program (CLEP)**: CLEP scores are acceptable for credit before completion of 90 credit hours. Once the student has begun the last 30 credits of study, CLEP scores are no longer acceptable for credit.
* **International Baccalaureate (IB) Examinations**: Students who have completed either the higher-level IB courses or who have completed the full diploma and have successfully completed the corresponding IB examinations may be entitled to credit at UB. UB awards 30 credits and sophomore standing to high school students who complete the full IB diploma. Each applicant’s transcript will be reviewed by the Office of Records and Registration to determine how the 30 credits will be applied to the record of the student. Students who have completed higher-level IB courses without completing the full diploma and have successfully completed the corresponding IB examinations may be entitled to credit at UB. Students must have official exam scores sent from the International Baccalaureate Organization to UB prior to matriculation to receive credit.
* **DSST**: UB awards credit based on DSST test scores and follows the recommendations of the American Council on Education regarding the amount and type of credit awarded for minimum scores. Once the student has begun the last 30 credits of study, DSST scores are no longer acceptable for credit.

**Military Training**

UB awards credit for both MOS (Occupation) and Service School experiences. Students should submit their Joint Services Transcript (JST) to identify how coursework with be accepted.

**Industry Credentials, Apprenticeships, and Certifications**

UB will award credit for work experience based on the awarding of a state or industry license, an approved industry examination, a recommendation by the American Council on Education’s *The National Guide* or the National College Credit Recommendation Service (formerly PONSI), or via prior review and approval by program and academic leadership. Individual colleges and programs may require that credentials be earned or held active within a specific timeframe. Students will be required to provide authenticated proof of those credentials before credit will be awarded.

**Portfolio Credit**

Individuals schools and programs may award portfolio credit for prior learning. To be eligible to petition for course credit via portfolio, a student must meet the following conditions:

* Successful completion with at least a C in 12 semester credit hours since enrolling as a degree-seeking student; exceptions could be made for successfully completed recent coursework as a non-degree student;
* Eligibility to enroll in WRIT 300 or prior completion of WRIT 300;
* The student may not have completed more than 30 semester credit hours when petitioning for prior learning credit.
* Successful completion of UB’s [1-credit] portfolio course.

Portfolio Process:

There is an approved portfolio review process posted in the UB Policy Guide. Faculty periodically review these procedures to ensure they are up to date. Students pay a fee for the evaluation of the portfolio, but the combined cost of the portfolio course and the evaluation fee remains less than the cost of a 3-credit course.

Students may petition for credit for more than one course. The portfolio course does not need to be repeated, but a separate portfolio will be submitted for each course to be petitioned for credit. Some elements of the portfolio submissions may overlap, but the faculty evaluators decide what specific learning outcomes are to be demonstrated in a portfolio for a course, consistent with the general guidelines in the approved procedures.

As always, not all courses are eligible for prior learning credit because of accreditation and program assessment requirements. Students must consult with an academic advisor and the faculty leading a program or department to find out if a course can be petitioned for credit for prior learning.

\*\* \*\* \*\* \*\* \*\***The Graduate Catalog** currently has nothing on credit for prior learning. Suggest adding the following in the policy section:

**Credit for Prior Learning**  
The University of Baltimore’s (UB) College of Public Affairs, Merrick School of Business, and Yale Gordon College of Arts and Sciences will consider awarding credit for prior learning through demonstrated completion of an approved industry credential or certification. Academic programs determine which courses, if any, may be eligible for prior learning credit. Students should consult with the academic program director if any credits are allowed. No more than 6 credits may be awarded for all forms of prior learning, and prior learning credits may not be applied to the last 12 credits of the degree. Post- baccalaureate and post-master’s certificate programs will not accept prior learning credit.