

Academic Policy Proposal Form

INITIATING GROUP / UNIT: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCAS <input type="checkbox"/> CPA <input type="checkbox"/> UFS <input type="checkbox"/> Office of the Provost X <input checked="" type="checkbox"/>
CONTACT NAME: Beverly Schneller, Ph.D., Associate Provost, Academic Affairs
PHONE: 6305
POLICY TITLE: Guidelines for Reviewing Prior Learning Applications: Undergraduate Studies and Graduate Studies
APPLIES TO: LAW <input type="checkbox"/> MSB X <input checked="" type="checkbox"/> YGCAS X <input checked="" type="checkbox"/> CPA X <input checked="" type="checkbox"/> All <input type="checkbox"/>
SPECIFIC PROGRAM (if applicable):
PROPOSED IMPLEMENTATION DATE / SEMESTER: Fall 2013

I. Statement of Purpose/Reason for Change or Addition of Policy:

The University of Baltimore does not have policies addressing prior learning at the graduate or the undergraduate levels designed for native UB students. In 2007, the University adopted "Credit by Methods other than For-Credit College Instruction (AP, CLEP, IB, DANTEs, prior learning) which appears to have lapsed in implementation at the level of prior learning. The then policy stated "Credit for Prior Learning": *The University of Baltimore itself does not grant academic credit for occupational competency/life experience. It will, however, accept such credits, including institutional examination credits, upon transfer when they have been awarded by a regionally accredited academic institution and are documented on an official transcript.*" This statement houses no information on methods by which a student may apply for prior learning, no guidance on how to apply for consideration, and provides no evaluation process that is curriculum based.

II. Proposed Policy (including authority for policy waiver, exclusions, or sanctions, if any). It can be attached if too lengthy for this box.

Both policies are attached. In sum, the new policies provide a new General Policy Statement that comprehensively defines and describes prior learning. The sources for prior learning are specified in the document, an application process is outlined with clearly stated eligibility requirements, options for applying for prior learning credit review are given, and evaluation and review, as well as appeals processes are stated. The policy for undergraduates replaces and extends the 2007 policy on accepting AP, CLEP, and IB credits and extends the sources used for evaluating military training beyond DANTE.

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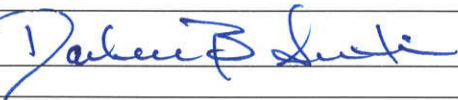


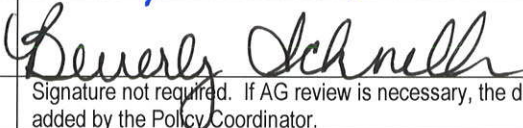
POLICY TITLE: Guidelines for Reviewing Prior Learning Applications: Undergraduate Studies/Graduate Studies (2 documents)

III. Current Policy (if proposal is a revision or discontinuance), including date of original adoption if available. It can be attached if too lengthy for this box.

There is no current policy covering graduate studies. The undergraduate policy extends and clarifies a 2007 policy created for transfer students.

IV. Other (who was consulted, definition of terms, etc.)

The Office of the Provost initiated the current set of policies. Faculty, associate deans and deans, the Center for Educational Access, and the Office of the Registrar were consulted in the development of the policies. The terms and approaches used in the documents represent best practices, 2009-12 in awarding prior learning credit and also align with the policies at Towson University, and Maryland Community Colleges.

V. Approval Signatures		Date
A. College/School Dean(s)	CAS: <u></u>	<u>9.13.2012</u>
	CPA: <u></u>	<u>9-17-2012</u>
	LAW: _____	_____
	MSB: <u></u>	<u>9-28-2012</u>
B. Academic Policy Review Committee (UFS subcommittee)	Chair: <u></u>	<u>9/3/12</u>
C. University Faculty Senate	Chair: <u></u>	<u>9/6/12</u>
D. Provost and Senior Vice President for Academic Affairs (or designee)	<u></u>	<u>9/07/2012</u>
E. AG's Office (as required)	Signature not required. If AG review is necessary, the date of approval will be added by the Policy Coordinator.	
F. President (as required)		
G. Board of Regents (as required)	Signature not required. If BOR review is necessary, the date of approval will be added by the Policy Coordinator.	

Guidelines for Reviewing Prior Learning Applications: Undergraduate Studies

Approved by APC 9/4/2012
Approved by UFS 9/5/2012
Approved by Provost 9/7/12

General Policy Statement: The University of Baltimore's Yale Gordon College of Arts and Sciences, Merrick School of Business, and the College of Public Affairs will consider awarding credit for Prior Learning (PL) through course challenge examinations, portfolios, accredited non-collegiate programs, military training, International Baccalaureate (IB) coursework, and courses or programs completed at accredited institutions in addition to traditional transferred credits from accredited schools. The Office of the Dean in each School/College will house the lists of contacts and of programs in the School/Colleges participating in the Prior Learning Award Application and Evaluation process. Only courses in the student's major or required coursework in a minor will be considered for prior learning credit review.

Definition: Prior Learning at the University of Baltimore is considered to be workplace training courses, military training courses, certificate program instruction, and the like that are: a. taught in a professional development context in a structured learning environment by a professional in the field; and, b. learning that does not meet UB's articulated transcripting for transfer of credit. Students are encouraged to work with Program Directors (or equivalent) to explore the use of the Substitution Policy in certain cases as this may be more viable than the PL process. The following outlines the PL application process, the ways in which PL applications may be made, the process for evaluation of the PL application and the award options should PL credits be attained.

Military education and training: Official military transcripts including Community College of the Air Force (CCAF), AARTS, SMART, DD214, DD295 and other military transcripts must be submitted with a Transfer Evaluation Request form to the Office of the Registrar prior to the student's application for Prior Learning Credits.

Alternative non-collegiate programs: Students who have successfully completed education programs through government agencies, corporations, trade and technical schools, or the like, must submit documentation indicating completion, transcripts preferred, to the Office of the Registrar for official review prior to application for Prior Learning Credit. Students may receive credit for courses based on compatibility with articulation agreements, UB course catalogs, and recommendations from the American Council on Education (ACE) National Guide on Workforce Training (www.2.acenet.edu/credit).

PL Application: The student submits the following materials to the Program Director (or equivalent): application, narrative statement, course descriptions, transcript and portfolio or application to take a course challenge examination. Once the application is complete, the student meets with the Program Director (or equivalent) who will discuss the options for application of Prior Learning within the program and the assessment of the materials presented. The student is responsible for clearly articulating in the application and the narrative the relationship of their prior learning experiences to the UB course(s) for which they are attempting credit.

Eligibility: Students must be currently enrolled in a UB degree program; have a minimum GPA of 2.0; and, have earned a minimum of 6 credits with a course grade of C or better to present a portfolio or sit for a

course challenge examination. Students with documented learning disabilities who wish to complete the PL process must be registered with the Center for Educational Access (CEA) as well as their relevant program director. An applicant is considered to be enrolled at UB on the date of registration for class. Degree requirements are determined by the catalog in effect at the time of initial registration.

Award: Within participating programs, between 2 and 9 undergraduate elective credits may be accepted by the Program Director (or equivalent) if the prior coursework or employment experience is deemed relevant to the student's undergraduate major. Students should consult the Program Director to determine whether application for PLA credit is appropriate to their major. Students with learning disabilities will consult with their Program Director (or equivalent) on the feasibility of completing the PL process. The P/F grade is the only option for both the portfolio and for the challenge examination. No actual course grade is given, only credit hours toward graduation.

Process: The student must meet with the Program Director (or equivalent) to determine if it is appropriate to apply for prior learning credits. The student should provide a completed application, a narrative with course catalog descriptions for the courses for which PL credit is sought and a degree transcript indicating how the PL will impact their progress towards the degree. Students may challenge up to three elective courses in the major at the 200-300 level. Participating academic programs may offer either of the following options in considering whether to award prior learning credit:

Option A: Portfolio review: student wishing to challenge courses must create a portfolio of prior work; provide a detailed written narrative and a transcript showing the relationship of the proposed prior learning coursework to degree completion. If a student wishes to apply with a work-based portfolio, the above is required along with two supporting documents attesting to the relationship of the coursework to their prior work experiences. Students may be awarded up to 9 undergraduate elective credits if undergraduates.

Option B: Challenge exam: for courses in which final exams exist, student may attempt the final examination for up to three elective courses. Students must score a minimum of C+ where no proficiency grade is established in order to "pass" the course. There is only one opportunity per course to take the examination.

NOTE: Students with learning disabilities will coordinate their PL process with the Program Director (or equivalent) and the Office of Educational Access to assure reasonable accommodation can be made prior to enrolling in the PL preparatory course or attempting the challenge examination.

Requirements for submitting the Portfolio:

Students may submit up to three (3) portfolios in three (3) elective subject areas within their undergraduate major. The completed portfolio will include "direct" documentation in the form of course based artifacts or professional work products suitable for assessment as course work. For those providing work products, two supporting documents, such as reference letters or testimony of value statements, must be supplied. It is insufficient to seek prior learning credit based solely on repetition of common tasks, such as frequency of writing memos at work as reason to be granted PL credit in WRIT courses. The prior coursework and/or work products must have a clear intellectual component, be identifiable as comparative to UB coursework, and be equivalent to the course competencies for which PL credit is sought. Students may combine portfolios of coursework, work product portfolios and challenge examinations, but separate fees will be assessed for each. However, students may not use the same coursework for more than one portfolio. For example, the

final paper in a 100-level history course may not be used in a writing course portfolio. Only coursework related to the course for which prior learning credits are sought may be used in the application process.

Portfolio and Challenge Examination Evaluation Process:

The student will submit the portfolio or completed challenge examination to the Program Director (or equivalent) in their major field. The Program Director (or equivalent) will identify two faculty members to review the portfolio or the examination. In the event of non-decision, the Program Director (or equivalent) or his/her designee will evaluate and render a decision on the portfolio/exam. Faculty members have fifteen (15) working days in which to evaluate the portfolio or grade the challenge examination. The student has ten(10) working days to appeal the decision to the Dean of the School/College. The appeal process is the same as the Academic Grade Appeal Process as found in the UB catalog). The portfolio will be maintained by the Office of the Dean in the student's school/college and will not be returned, though the student may request access to portfolio if need be. It is not suggested that irreplaceable or original items of value ever be included in a portfolio. Students are encouraged to keep a copy of their portfolio as submitted.

Tuition and Fees for course(s) successfully challenged: TBD

Guidelines for Reviewing Prior Learning Applications: Graduate Studies

Approved by APC 9/4/2012

Approved by UFS 9/5/2012

General Policy Statement: The University of Baltimore's Yale Gordon College of Arts and Sciences, Merrick School of Business, and College of Public Affairs will consider awarding credit for Prior Learning (PL) through course challenge examinations, submission of an academic coursework portfolio, submission of an experiential portfolio, courses completed as part of military training, and/or coursework completed for credit at accredited institutions that has not be used in transfer of credit hours to UB. The Office of the Dean in each School/College will house the lists of contacts and of programs in the School/College participating in the Prior Learning Award Application and Evaluation process.

Definition: Prior Learning at the University of Baltimore is considered to be workplace training courses, military training courses, certificate program instruction and the like that are: a. taught in a professional development content in a structured learning environment by a professional within the field, and b. learning that does not meet UB's articulated transcripting for transfer of credits. Students are encouraged to work with Program Directors or Coordinator to explore the use of the Substitution Policy in certain cases as this may be more viable than the PL process. The following outlines the PL application process, the ways in which PL applications may be made, the process for evaluation of the PL application, and the award options should PL credits be attained.

Military Education and Training: Official military transcripts including Community College of the Air Force (CCAF), AARTS, SMART, DD214, DD295, and other forms of military transcripts must be submitted with the PL Application for review by the relevant Program Director. Additional documentation such as course descriptions may be required to facilitate review.

Alternative non-collegiate programs: Students who have successfully completed education programs through government agencies, corporations, trade and technical schools, or the like, must submit documentation indicating completion, transcripts preferred, to the Office of the Registrar for official review using the American Council for Education (ACE) National Guide on Workforce Training when applicable (www2.acenet.edu/credit). Students may receive credit for courses based on compatibility within their UB program of study.

PL Application: The candidate submits the following materials to the Program Director (or equivalent): application, narrative statement, course descriptions, transcript and portfolio or application to take a challenge examination. Once the application is completed, the student meets with the Program Director who will discuss the options for application for Prior Learning within the program and the assessment of the materials presented. The student is responsible for clearly articulating in the application and the narrative the relationship of their prior learning experiences to the UB course(s) for which they are attempting credit.

Eligibility: Students must be currently enrolled in a UB graduate program to apply for PL graduate awards. A student is considered officially enrolled at UB on the date he/she is registered for classes. Degree requirements for a particular student are determined in the catalog in effect on the date of initial registration. Students must have an overall GPA of 3.0 and be unconditionally admitted to

graduate study. The PL process may not be used in place of enrollment in a course or to replace a course from which the student withdraws.

Award: In the College of Arts and Sciences, The College of Public Affairs and the School of Business, students may earn up to a maximum of 6 credit hours at the 500/600/700 level based on the faculty recommendation of the portfolio or passage score on the challenge examination. Such credits must be beyond the preparatory or introductory levels of coursework within the graduate curriculum of the student's major. Academic programs have the option to participate in the Prior Learning Application and Award process. Any course the student wishes to challenge within the PL application process must already be a part of the program of studies and PL may only be applied for within the academic program of study. For example, a student may not apply for a course outside the degree program for PL and may not attempt the PL process for a course not currently in the degree and designated as PL eligible by the program.

Process: Each program shall declare and include in its description whether it will accept PL awards as part of the program and if so, which option(s) may be used. The student meets with the Program Director (or equivalent) of the graduate major to determine eligibility to proceed with the PL award process. Under advisement, the student can then select from among the available options the option that best suits his/her needs. A student may opt to use different applications for separate courses, but may not attempt more than one application for the same course. Students with documented learning disabilities must meet with the Center for Educational Access (CEA) to determine means of reasonable accommodation within the PL Award framework. Students may attempt the PL award process after successful completion of at least 9 UB graduate credits and must have an overall GPA of 3.0 or higher. Participating academic programs may offer either of following options:

Option A: Academic Portfolio

The academic portfolio houses examples of course work from other accredited institutions and programs. Within certain programs, evidence from workplace training, professional portfolios of work that fall within the program curriculum, and other forms of professionally acquired learning in a structured environment may be considered.

Option B: Challenge Examination

Challenge examinations are the final examinations for specific courses. When no final examination is given in a course, the challenge examination is not an option.

Evaluation: Among participating programs, the following evaluation process shall be followed in some form as mutually agreed upon by the School/College and their respective dean. The Program Director (or equivalent) in the graduate student's major receives the portfolio or is made aware of the challenge examination. The Program Director identifies two faculty members to evaluate the portfolio based on intellectual rigor, relevance to UB coursework, relevance to the field of study, and the quality of the narrative. The faculty members have fifteen (15) days in which to review and make a recommendation to the Program Director. The Program Director (or equivalent) will communicate the decision to the student in writing. The student has ten (10) days to appeal the decision to the Dean of the College/School, following the UB Grade Appeal process as set forth in the Graduate Catalog. The Dean's office will notify the registrar of successful completion of the PL award process and indicate the course(s) for which PL credit will be awarded within 30 days of the commencement of the PL process by the student.

Fee Structure for Courses for which Prior Learning Credit is Accepted: Please consult the UB fee schedule and with the Program Director (or equivalent) within the School regarding all applicable fees and tuition due.