



# UTAH VALLEY UNIVERSITY

## Policies and Procedures

<b>POLICY TITLE</b>	Credit for Prior Learning	<b>Policy Number</b>	525
<b>Section</b>	Student Affairs	<b>Approval Date</b>	June 24, 2021
<b>Subsection</b>	Academic Standards, Credits, and Grades	<b>Effective Date</b>	June 24, 2021
<b>Responsible Office</b>	Office of the Provost		

### 1.0 PURPOSE

**1.1** Utah Valley University offers credit for prior learning (CPL) to enable students to enrich or accelerate their programs of study. CPL is inclusive and validates the prior learning of students, making education more affordable and accessible. This policy establishes the standards for assessing and awarding CPL.

### 2.0 REFERENCES

**2.1** Northwest Commission on Colleges and Universities (NWCCU) 2020 Standard 1.C. 8 *Student Success, and Institutional Mission Effectiveness*

**2.2** 2.1 Northwest Commission on Colleges and Universities (NWCCU) Policies: *Transfer and Award of Academic Credit* (2013)

**2.3** Utah Code 53B-16-110 *Credit for prior learning—Board plan and policies—Reporting*

**2.4** Utah Board of Higher Education Policy R472 *Credit for Prior Learning*

**2.5** Utah Valley University Policy 522 *Undergraduate Credit and Transcripts*

### 3.0 DEFINITIONS

**3.1 Academic associate degrees:** An Associate in Arts (AA) degree or an Associate in Science (AS) degree, which fulfills general education requirements and may be transferable to four-year institutions of higher learning.

**3.2 Associate in applied science (AAS) degrees:** A program of study (minimum 63 semester credit hours) intended to prepare students for entry-level careers.

**3.3 Certificates of completion:** A program of study that is typically one year in length and may prepare students for gainful employment in a specific occupation.



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**3.4 Certificates of proficiency:** A program of study that is typically less than one year in length and may prepare students for gainful employment in a specific occupation.

**3.5 Credit for prior learning (CPL):** Credit awarded by an institution to a student who demonstrates, through a prior learning assessment, that the student's prior learning meets college-level competencies, skills and abilities acquired through work, professional training, military training, and other learning domains and are assessed by academically sound and rigorous processes. Credit for prior learning is typically categorized as military credit, training credit, credit by exam or portfolio credit.

**3.6 Credit hour:** An amount of work represented in intended learning outcomes and verified by evidence of student achievement that is an institutionally established equivalency as defined by accrediting and federal bodies.

**3.7 Enrolled student:** An individual enrolled in at least one credit-bearing course during the current semester at Utah Valley University at the undergraduate, graduate, or professional level.

**3.8 Experience/experiential learning:** Practical contact to acquire knowledge or skill over a period in a profession.

**3.9 Learning:** The acquisition of knowledge or skills through experience, study or by being taught.

**3.10 Prior learning:** Learning that has occurred through activities that are in no way related to UVU academics, community outreach, distance education, non-credit offerings, or any other UVU service or entity. Prior learning activities are not transcribed at any institution.

**3.11 Prior Learning Assessment (PLA):** An academically sound and rigorous process through which faculty subject matter experts evaluate a student's previously learned knowledge and competencies in a particular field of study.

**3.12 Subject matter expert (SME):** For the purposes of this policy, a full-time university faculty within a program of study who has professional, specialized knowledge in a pertinent field.

### 4.0 POLICY

#### 4.1 Policy Statement

**4.1.1** Utah Valley University provides opportunities for students to earn credit for prior learning (CPL) for skills and abilities they have acquired through work, professional training, military training, and another learning domains. This policy establishes criteria for awarding this credit and provides procedures for associated fees and prior learning assessment in accordance with NWCCU accreditation standards and Utah Board of Higher Education policy.



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### **4.2 Applicability of Credit for Prior Learning**

**4.2.1** All CPL must be applicable to a program, degree, or curriculum of Utah Valley University and must be independent from credits previously recorded in transcripts at UVU and other institutions of higher learning.

**4.2.2** Credit for courses that appear in the current catalog may be awarded to individuals who can prove through appropriate assessment and/or documentation that they have already acquired the equivalent knowledge and/or expertise required for successful completion of that course.

### **4.3 Establishment of Prior Learning Assessment Criteria and Procedures**

**4.3.1** Programs shall use practices for assessing prior learning consistent with established, contemporary assessment methodology in their respective disciplines.

**4.3.2** Programs shall establish their own standards of approved prior learning and assessment procedures. These procedures must be clearly communicated to faculty and students through the program website.

### **4.4 Prior Learning Assessment**

**4.4.1** Prior learning assessment (PLA) is the responsibility of full-time faculty who are content specialists or subject matter experts. The assessment is conducted in accordance with the program standards of the awarding subject, course, or program.

**4.4.2** All credit for prior learning evidence submitted by the student and the assessment evidence submitted by faculty may be retained by the University; therefore, it is recommended that students do not submit proprietary information for assessment.

**4.4.3** At the culmination of the prior learning assessment (PLA), students and faculty may be asked to evaluate the PLA process in support of continuous improvement.

**4.4.4** If a student's PLA is unsuccessful, the student may request the opportunity for a second attempt within six months. Students are limited to no more than two attempts at credit for prior learning within one program of study. A program of study may limit students to one attempt.

**4.4.5** Students may be charged assessment fees for each attempt.

### **4.5 Student Eligibility for CPL Credit**

**4.5.1** To be eligible for a CPL request, a student must be admitted to Utah Valley University and have at least one credit successfully completed and transcribed.



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**4.5.2** A student must be accepted or matriculated into a declared major or program of study for which the CPL credit is applicable. If a student changes majors or programs, previously awarded CPL credit may not apply to the new major.

**4.5.3** A student shall not receive credit for prior learning for a course in which they are currently enrolled or have been previously enrolled and received a grade, including a “W” grade.

**4.5.4** A student shall not receive CPL for learning that has occurred through activities that are related to UVU academics, community outreach, distance education, non-credit offerings, or any other UVU service or entity.

**4.5.5** A student shall not receive CPL for educational courses transcribed at any institution, including customized training education credits, articulated credits, or transfer credits.

**4.5.6** The decision to award credit for prior learning cannot be made until a student has documented their prior learning to align with course competencies and has been assessed on their prior learning.

### **4.6 Awarding of CPL Credit**

**4.6.1** Utah Valley University will collect, track, evaluate, and report the awarding of CPL.

**4.6.2** CPL shall not be awarded solely for experience; CPL shall be awarded only for evidence of college-level learning that aligns with program and course learning outcomes.

**4.6.3** CPL shall be awarded only for courses directly applicable to curriculum requirements in the program of enrollment and to the student’s declared certificate or degree program as outlined in the university catalog.

**4.6.4** Grades for CPL shall be recorded only as “CR” (credit) and shall not be calculated in a student’s university GPA.

**4.6.5** Duplicate credit shall not be awarded.

**4.6.6** CPL may be applied toward courses in a certificate of completion, AA, AS, AAS degree, BS degree and BA degree programs only for the purpose of satisfying graduation requirements. No more than 10 required credits toward a certificate of completion, 30 required credits toward an associate degree or 50 credits toward a bachelor’s degree may be awarded through credit for prior learning. Credit for prior learning is not eligible for use in a certificate of proficiency.

**4.6.7** CPL awarded through internal assessment shall not count for institutional residency or toward graduation residency requirements.



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**4.6.8** CPL shall not count toward the enrollment of a specific term and will not be counted in determining part-time or full-time status.

**4.6.9** CPL are not eligible for veteran's education assistance or financial aid; CPL cannot be counted for scholarship or financial aid status.

**4.6.10** CPL transcript entries are monitored to avoid giving credit twice for the same learning.

### 5.0 PROCEDURES

#### 5.1 Establishment and Communication of Criteria for Credit for Prior Learning

**5.1.1** Each program of study shall determine CPL credit course criteria for a program of study, which if students meet, will result in the awarding of CPL credit. These criteria shall be designed to be accessible and shall be described clearly, simply, consistently.

**5.1.2** Each program of study shall widely communicate CPL course criteria and opportunities in a timely manner to prospective and admitted students.

#### 5.2 CPL Application Process

**5.2.1** Students requesting CPL will be interviewed through an initial intake review and referred to an advisor or department chair for a CPL recommendation.

**5.2.2** The CPL candidate will work with a program representative to determine and agree to a method of prior learning assessment (PLA).

**5.2.3** The CPL candidate shall participate in one of these PLA methods:

**5.2.3.1** Complete a comprehensive examination (theoretical and/or applied) with at least a "C-" grade; or

**5.2.3.2** Provide documentation of practical experience to the satisfaction of the department chairperson and faculty, who are subject matter experts.

**5.2.4** With departmental approval, the CPL candidate must complete an advanced course with a grade of "C-" or higher (if deemed necessary by the department) as a validation procedure.

**5.2.5** To receive CPL for a specific course, the student shall:

- 1) Be currently enrolled at the University;
- 2) Pay, in advance, a nonrefundable processing fee; and



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3) After successful completion of requirements, pay associated prior learning assessment and transcript fees.

### 5.3 CPL Fees

**5.3.1** Fees charged for CPL shall be established to provide sufficient revenue to compensate assessors for the services performed and cover administrative costs. Such fees shall not be based upon the number of CPL credit hours awarded.

**5.3.2** Prior learning assessment fees shall be established upon recommendation of the Provost, with approval by President's Council.

**5.3.3** Fees charged for CPL shall be widely communicated, including publication on UVU's website.

<b>POLICY HISTORY</b>		
<b>Date of Last Action</b>	<b>Action Taken</b>	<b>Authorizing Entity</b>
June 24, 2021	Policy created and approved.	UVU Board of Trustees