Proposed Policy Number and Title:	**611 Credit for Prior Learning**	
Current Policy Number and Title:	524 Credit for Prior Learning	
Approval Process*		
☒ Regular	☐ Temporary	☐ Compliance Change
☐ New ☒ Revision ☐ Revision—Limited Scope ☐ Deletion	☐ New ☐ Revision ☐ Revision—Limited Scope	☐ New ☐ Revision—Limited Scope ☐ Deletion
*See UVU Policy 101 *Policy Governing Policies* for process details.		

Draft Number and Date: Stage 2 Regular, June 17, 2026
President's Council Sponsor: Steven Clark
Policy Steward: Kat Brown

POLICY APPROVAL PROCESS DATES		
REGULAR	**TEMPORARY**	**COMPLIANCE**
Drafting and Revision Entrance Date: 03/28/24 **University Entities Review** Entrance Date: 6/22/2026 Close Feedback: 10/9/2026 **Board of Trustees Review** Entrance Date: _____ Approval Date: _____	**Drafting and Revision** Entrance Date: _____ **Board of Trustees Review** Entrance Date: _____ Approval Date: _____	**President's Council Approval** Approval Date: _____ **Board of Trustees Ratification** Ratification Date: _____

POLICY TITLE	Credit for Prior Learning	**Policy Number**	611
Section	Academics	**Approval Date**	
Subsection	Instruction and Curriculum	**Effective Date**	
Responsible Office	Office of the Provost/Senior Vice President of Academic Affairs	**Last Review**	

1.0 PURPOSE

1.1 Utah Valley University (UVU) offers credit for prior learning (CPL) to help students enrich or accelerate their programs of study through recognition of their prior learning experiences. This policy establishes the standards for administering, assessing, and awarding CPL.

2.0 REFERENCES

2.1 Northwest Commission on Colleges and Universities (NWCCU) Standard 1.C. 8 (2020)

2.2 Northwest Commission on Colleges and Universities (NWCCU) Standards 2.C.1 and 2.C.3 (2020)

2.3 Northwest Commission on Colleges and Universities (NWCCU) *Transfer and Award of Academic Credit Policy* (2022)

2.4 Utah Code β 53H-3-702 *Credit for prior learning—Board plan and policies—Reporting*

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

2.6 UVU Policy 165 *Discrimination and Harassment*

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

2.8 Utah Valley University Policy 614 *Final Grade Processing*

2.9 Utah Valley University Policy 662 *Graduate Program Credit and Graduation Requirements*

3.0 DEFINITIONS

3.1 Academic awards: Completed awards and credentials offered at UVU ranging from certificates to master's degrees, which certify a student has completed an approved academic program.

3.2 Authorized faculty: Faculty members who are authorized to conduct CPL assessments and are recognized within an academic department to possess subject matter expertise in the courses for which credit for prior learning is being requested.

3.3 Credit for prior learning (CPL): Credit awarded by an institution to a student who demonstrates college-level knowledge, competencies, skills, and abilities through the successful completion of a prior learning assessment. These college-level competencies, skills, and abilities are typically acquired through work experience, professional training, military training, and other learning domains.

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

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

3.6 Experience/experiential learning: Knowledge, competencies, skills, and abilities acquired within a profession over a period of time.

3.7 Fully admitted student: An applicant who is accepted to the University as a degree-seeking student.

3.8 Institutional residency: The requirement that a specific portion of a credential be earned through coursework completed at UVU or credit awarded by UVU.

3.9 Learning: The acquisition of knowledge, competencies, skills, and abilities through experience, study, or instruction.

3.10 Prior learning: Knowledge, competencies, skills, and abilities acquired outside of the higher education construct and that are not listed on a transcript at any previously attended higher education institution.

3.11 Prior learning assessment (PLA): An academically sound and rigorous process through which authorized faculty subject matter experts evaluate a student's previously acquired knowledge, competencies, skills, and abilities in a faculty member's field of study.

3.12 Subject matter expert (SME): For this policy's purposes, an authorized university faculty member within a program of study with 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 for knowledge, competencies, skills, and abilities they have acquired through work experience, professional training, military training, and other 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.

4.2 Applicability of Credit for Prior Learning (CPL)

4.2.1 All CPL must be independent from credits previously recorded in transcripts at UVU and other institutions of higher learning

4.2.2 CPL may be awarded for graduate credit in accordance with this policy and within the limitations set forth in UVU Policy 662 *Graduate Program Credit and Graduation Requirements* based on documented evidence of college-level learning that meets course learning outcomes at a level consistent with successful course completion.

4.2.3 CPL may be applied toward courses for the purpose of satisfying graduation requirements. No more than 50% of the required credits for academic awards may be awarded through CPL.

4.2.4 CPL awarded through internal assessment at UVU may count toward institutional residency requirements.

4.2.5 CPL does not count toward term enrollment or toward determining part-time or full-time status.

4.2.6 Credits earned through prior learning are not eligible for veteran education assistance, financial aid, or scholarship consideration.

4.2.7 Credit for courses listed in the current catalog may be awarded to individuals who demonstrate, through appropriate assessment and/or documentation, 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 Departments must use practices for assessing prior learning consistent with established, contemporary assessment methodology in their respective disciplines.

4.4 Student Eligibility for CPL Credit

4.4.1 A student must be fully admitted to Utah Valley University to request CPL.

4.4.2 A student will not receive CPL for academic courses recorded on a transcript at any accredited higher education institution.

4.5 CPL and Repeatable Courses

4.5.1 CPL is not awarded for courses that already appear on a student's transcript.

4.5.2 An exception may be granted for officially repeatable courses when the student's prior learning demonstrates learning outcomes that do not overlap and are distinct from those previously recorded on a transcript.

4.5.3 In such cases, faculty evaluators must confirm distinct learning outcomes and ensure that awarded credit is clearly annotated to reflect the specific topic or content assessed in alignment with the established learning outcomes.

4.5.4 A student will not receive CPL for a course in which they are currently enrolled or for which they have received a grade, including a "W" grade, except in the cases outlined in section 4.5.2.

4.5.5 The awarding academic department must document the assessment method used to evaluate prior learning and the basis for granting or denying credit.

4.6 Prior Learning Assessment (PLA)

4.6.1 Academic departments and authorized faculty are responsible for conducting prior learning assessments (PLA). Authorized faculty conduct assessments in accordance with the program standards of the awarding subject, course, or program.

4.6.2 The University retains CPL evidence submitted by the student but may return originals to the student.

4.6.3 When the PLA is completed, students and faculty may be asked to evaluate the PLA process in support of continuous improvement.

4.6.4 Students may request a second PLA attempt within six months of an unsuccessful attempt; no more than two PLA attempts per course are permitted unless the academic department limits students to a single attempt.

4.7 CPL Fees

4.7.1 Academic departments may, at their discretion, charge reasonable assessment fees per PLA attempt.

4.7.2 Prior learning assessment fees shall comply with state policy.

4.7.3 Departments must establish, document, and clearly communicate any CPL assessment fees to students before the assessment is conducted.

5.0 PROCEDURES

5.1 Establishment and Communication of Criteria for CPL

5.1.1 Each program of study will determine CPL course criteria for a program of study.

5.2 CPL Application Process

5.2.1 Students requesting CPL must submit their request through the centralized CPL website for initial review prior to referral to the appropriate academic department.

5.2.2 If a program or department has not established a pre-determined assessment process, the student will work with authorized faculty to determine and agree to an appropriate PLA method.

5.2.3 The student will demonstrate learning through a state- or university-approved assessment method. Examples include and are not limited to the following: American Council on Education (ACE) or the National College Credit Recommendation Service (NCCRS), standardized exams, portfolios, performance, and industry/workplace assessments. (See Utah Board of Higher Education Policy R472.)

5.2.4 At the department's discretion, the student requesting CPL may be required to complete an advanced course with a minimum grade determined by the department as a validation procedure.

5.3 PLA Appeal Process

5.3.1 Procedural Error. Students may appeal a PLA decision on the basis of procedural error or evidence of inconsistent application of established assessment criteria. Appeals must be

submitted in writing. The PLA appeal process shall follow the same steps as the grade appeal process in UVU Policy 614 *Final Grade Processing.*

5.3.2 Allegations of Discrimination. A student who believes a CPL decision was influenced by unlawful discrimination, harassment, or retaliation on the basis of a protected class may report the matter under UVU Policy 165, *Discrimination and Harassment*. Such reports will be addressed through the procedures and processes established in Policy 165. Nothing in this policy limits a student's right to seek review under Policy 165; however, disagreement with the academic merits of a CPL decision, by itself, is not evidence of discrimination and must be addressed through the appeal or review process otherwise provided in this policy.

5.4 Maintaining Documentation

5.4.1 Utah Valley University will collect, track, evaluate, and report all aspects of prior learning assessment and CPL awards. Academic Affairs will determine how to maintain these records in consultation with deans and departments.

5.4.2 Grades for CPL will be recorded only as "CR" (credit) and will not be calculated in a student's university GPA.

5.4.3 The Registrar's Office monitors CPL transcript entries to restrict giving credit twice for the same learning.

POLICY HISTORY		
Date of Last Formal Review: Click here to enter a date.		
Due Date of Next Review: Click here to enter a date.		
Date of Last Action	**Action Taken**	**Authorizing Entity**
June 24, 2021	Policy created and approved.	UVU Board of Trustees
	Revised policy approved.	Revised policy approved.

POLICY TITLE	Credit for Prior Learning	**Policy Number**	525
Section	Student Affairs	**Approval Date**	June 24, 2021
Subsection	Academic Standards, Credits, and Grades	**Effective Date**	June 24, 2021
Responsible Office	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.

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 transcripted 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.

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 transcripted.

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 transcripted 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.

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~~

~~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.~~

~~**POLICY HISTORY**~~		
~~Date of Last Action~~	~~Action Taken~~	~~Authorizing Entity~~
~~June 24, 2021~~	~~Policy created and approved.~~	~~UVU Board of Trustees~~

POLICY 101 EXECUTIVE SUMMARY	
Policy Number and Title: Policy 611 Credit for Prior Learning (formerly Policy 525)	
Date:	May 8, 2025
Sponsor:	Wayne Vaught
Steward(s):	Kat Brown
Policy Process:	Regular
Policy Action:	Revision
Policy Office Editor:	Miranda Christensen
Embedded Attorney:	Click here to enter the name of the embedded attorney.

Issues/Concerns (including fiscal, legal, and compliance impact):

1. This policy will move from Student Affairs to Academic Affairs and be assigned a new policy number, changing from 525 to 611.
2. Due to changes and increased expectations for Credit for Prior Learning (CPL) at the institutional, state, and accreditor levels, discrepancies in the current policy have surfaced that need to be addressed, and suggestions have been made for further adjustments, clarity, and oversight.

Suggested Changes:

- Correcting typos and overall phrasing ambiguity
- Ensuring alignment with USHE policy and NWSCC requirements
- Clarifying CPL tracking and data gathering roles and needs
- Delineating acceptable PLA methods & documentation requirements
- Updating CPL/PLA fee structure parameters
- Adding graduate level CPL information
- Adjustments to student CPL eligibility requirements
- Identifying administrative structure and oversight responsibilities
- Adjustments to the CPL relationship with non-credit UVU offerings/programs
- Adding a provision for CPL to be used for elective credit
- Change the number of CPL credits allowed for each credential type from a credit total to a percentage of total required credits – including potential applicability for Certificates of Proficiency
- Adding a provision for course learning outcomes to be publicly accessible to those seeking CPL, along with currently available CPL opportunities within each department

Requested Approval from President's Council: Entrance to Stage 2

Proposed Drafting Committee: Kyle Hicken, Colleen Sorensen, Deborah Marrott, Mallory Wilsted, Angela Pearson, Brett Johnson

Target Date for Stage 1 Draft to Enter Stage 2: Click here to enter a date.

Target Date for Board of Trustees Review: Click here to enter a date.