# ADMISSIONS AND ACADEMIC POLICIES COMMITTEE

## APPROVAL OF NEW POLICY

<table>
<thead>
<tr>
<th>Policy (Attached):</th>
<th>Credit for Prior Learning</th>
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| Responsible Official(s): | Vice Provost for Undergraduate Academic Affairs  
Director of Testing Services |
| Effective date: | Spring 2016 Semester |
| Supersedes policy(ies): | Prior Learning Assessments  
Advanced Standing |
| Approved by AAPC: | December 10, 2015 |
| Implementation Responsibility: | Testing Services  
Registrar |
| Distribution: | Academic Advising Council  
Academic Affairs Council  
Council of Chairs  
Enrollment and Degree Management  
Faculty Senate  
Student Affairs  
Undergraduate Academic Affairs  
Policy Website Posting |

## Signatures:

**Idra M. Corbett**
AAPC Co-Chair  
Vice Provost for Undergraduate Academic Affairs  

**Kimberly Scranage**
AAPC Co-Chair  
Vice President for Enrollment and Degree Management  

**Sue Ott Rowlands**
Provost and Executive Vice President for Academic Affairs  

**Geoffrey S. Mearns**
President  

Date: 12/11/15  
Date: 12/11/15  
Date: 12/14/15
<table>
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<tr>
<th>Policy: Credit for Prior Learning</th>
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<tbody>
<tr>
<td>Policy Link:</td>
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<tr>
<td>Responsible Official: Vice Provost for Undergraduate Academic Affairs</td>
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<tr>
<td>Director of Testing Services</td>
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<td>Effective date: Spring 2016 Semester</td>
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<td>Next review date: Click here to enter a date.</td>
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I. Policy Statement

Northern Kentucky University will grant credit to enrolled students based upon established prior learning assessment equivalencies. The University expects prior learning recommendations to meet the institution’s quality criteria, as outlined in assessment procedures herein outlined.

a. Prior Learning Assessments shall include:
   1) Advanced Placement (AP) Exams
   2) American Council on Education (ACE) Credit
   3) College Level Examination Program (CLEP) Exams
   4) Credit for Prior Learning Examination (CLEP), previously known as Advanced Standing
   5) DSST Credit by Exam Program
   6) Industry Credentials or licensure or certification that relate to the student’s specialty area, such as the Financial Industry Regulatory Authority Examination (FINRA)
   7) International Baccalaureate (IB)
   8) Portfolio-Based Assessments, through the submission of a portfolio of work and formal instructional experiences, including life learning essays and documentation from the employer, which is evaluated by the appropriate department and has been assessed as equivalent to the learning outcomes for specific courses.
   9) World Language Incentive Program

b. Credit for prior learning may apply toward any part of a student’s degree. The number of credit hours that a student can apply toward graduation through prior learning assessment is governed by the graduation
requirements of the major. Appeals can be made to the dean (or designee) of the college where the student’s major is housed regarding Prior Learning Assessment credit and residency requirements. Students cannot use Prior Learning Assessment credit to replace an unsatisfactory grade. However, students who attempt and pass a form of Prior Learning Assessment credit may still use this satisfactory credit to meet program, degree, and graduation requirements. Finally, NKU Prior Learning Assessment credit will only be granted for students who have enrolled at NKU.

c. University officials and departments will approve the award of credit appropriate to the overall context of the student’s degree, and determine the nature of the credit (e.g., introductory-level courses, general education equivalencies, major courses, elective courses), consistent with Northern Kentucky University curriculum policies.

d. Credit for prior learning not entered as transfer credit shall be entered on the student’s record by the Registrar’s Office at the end of the term in which the assessment took place or the request for prior learning assessment credit was approved.

e. Student fees will only be collected for prior learning not entered as transfer credit.

f. To equate a form of prior learning to a NKU course, the initiating department must complete the Credit for Prior Learning Course Equivalency Request Form. The form must be signed by the department chair and the Dean of the initiating college. This form indicates that the prior learning assessment will assess all learning outcomes of the course. It will detail the process that was executed to ensure that the prior learning assessment effectively measures the learning outcomes for the course that it is being equated. The requested prior learning assessment equivalencies will require approval through the regular University curriculum approval process.

This policy supersedes previous “Prior Learning Assessments” and “Advanced Standing” Policies, as well as item 1.d. of the “Repeating a Course” policy.

II. Entities Affected

NKU enrolled students, faculty, department chairs, college deans, and the Prior Learning Assessment coordinator. The University shall provide systematic, periodic training to prior-learning evaluators, as well as staff and faculty responsible for quality review.
III. Definitions

Prior Learning Assessment is the process of earning college credit for college-level learning acquired from other sources, such as work experience, professional training, military training, or open source learning from the web. Council for Adult & Experiential Learning at: http://www.cael.org/what-we-do/prior-learning-assessment#sthash.0OTHNQpY.dpuf

IV. Exceptions

None.

References and Related Materials

References:

Prior learning assessments at Northern Kentucky University are based on the Council of Adult and Experiential Learning (CAEL) standards*. They are:

1. Credit should be awarded only for learning and not for experience.
2. College credit should be awarded only for college-level learning.
3. Credit should be awarded only for learning that has a balance, appropriate to the subject, between theory and practical application.
4. Competence levels and credit awards must be made by subject matter/academic experts.
5. Credit should be appropriate to the academic context in which it is accepted.
6. Credit awards and transcript entries should be monitored to avoid duplicate credit.
7. Policies and procedures (including appeals) should be fully disclosed and prominently available
8. Fees charged for assessment should be based on services, not amount of credit.
9. Personnel involved in assessment should receive adequate training.
10. Assessment programs should be regularly monitored, reviewed, evaluated, and revised.

*Council for Adult and Experiential Learning (2012), Earn College Credit for What You Know. 5th Ed. Dubuque, IO: Kendall/Hunt Publishing Co.

Related Policies: Prior Learning Assessments (p. 46 in 2015-2016 catalog)
Related Forms: Credit for Prior Learning Course Equivalency Review/Request Form
Revision History: