



UNIVERSITY OF  
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UNIVERSITY SENATE

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August 5, 2015

Willie L. Brown  
Chair, University Senate  
3369 Computer & Space Sciences Building  
University of Maryland  
College Park, MD 20742-2411

Dear Senate Chair Brown:

I am writing on behalf of the Academic Procedures & Standards (APAS) Committee in regard to our charge for the "Review of the Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning" (Senate Doc. 14-15-18). The APAS Committee was charged by the Senate Executive Committee (SEC) with the review of this item on January 22, 2015 and was given a deadline of May 8, 2015. I am writing to respectfully request an extension for the committee's review of this policy and procedures document.

Because of other pressing charges during this academic year, including the "Review of Mid-Semester and Early Warning Grades Policies and Procedures" (Senate Doc. 13-14-36), the APAS Committee was unable to thoroughly consider the interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning. The committee has developed a number of potential edits to the interim policy and procedures document, and we plan to finalize our work on this item in the fall.

We respectfully request an extension until November 6, 2015. Thank you for your consideration of this request.

Sincerely,


Charles F. Delwiche  
Chair, University Senate Academic Procedures & Standards Committee

Enclosure(s): Charge from SEC, dated January 22, 2015

Cc: Reka Montfort, Director, University Senate



## University Senate CHARGE

<b>Date:</b>	January 22, 2015
<b>To:</b>	Charles Delwiche Chair, Academic Procedures & Standards (APAS) Committee
<b>From:</b>	Donald Webster Chair, University Senate 
<b>Subject:</b>	Review of the Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning
<b>Senate Document #:</b>	14-15-18
<b>Deadline:</b>	May 8, 2015

The University System of Maryland (USM) updated its policy and procedures on Credit for Competency-Based Education and Prior Learning (III-1.41) to cover credit for military training, competency-based education, and credit by examination. The USM required all of its campuses to revise their policies to comply with the revisions by December 1, 2014. An interim policy was developed that consolidates and replaces our out-of-date information regarding credit by exam and adds an appeals process. Chancellor Kirwan approved the interim policy on December 15, 2014.

The Senate Executive Committee (SEC) requests that the Academic Procedures & Standards (APAS) Committee review the attached interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning and make recommendations on whether they are appropriate.

Specifically, we ask that you:

1. Review the Maryland Higher Education Commission 2014 Guidelines for Awarding Academic Credit for Military Training, Education and Coursework.
2. Review the USM Policy on Credit for Competency-Based Education and Prior Learning (III-1.41).
3. Review the interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning (III-1.41[A]).
4. Review the current information in the Undergraduate Catalog on credit by exam, credit for military training, and transfer admission.

5. Consult with the University Registrar.
6. Review similar policies for credit for prior learning at our peer institutions and other Big 10 institutions.
7. Consult with the University's Office of Legal Affairs on any recommended policy revisions.
8. Recommend whether the interim policy should be adopted as permanent policy or, if appropriate, how it should be revised.

We ask that you submit your report and recommendations to the Senate Office no later than May 8, 2015. If you have questions or need assistance, please contact Reka Montfort in the Senate Office, extension 5-5804.

Attachment

III-1.41(A) UMD POLICY AND PROCEDURES CONCERNING CREDIT FOR PRIOR LEARNING

DRAFT

Undergraduate students at the University of Maryland may earn up to one-half of the credits required for their baccalaureate through Prior Learning Credit. Usually, this is no more than 60 credits. No more than 30 of these credits can be from the College Level Examination Program (CLEP). The University of Maryland, College Park recognizes the following as Prior Learning Credit: Advanced Placement (AP), International Baccalaureate Exams (IB), Advanced Level/Advanced Subsidiary Level Exams (A-Level), College-Level Examination Program (CLEP), and Departmental Proficiency Exams (Credit-by-Examination) and Basic Military Training. Students will not receive credit for both passing an examination and completing an equivalent course.

A. Advanced Placement Credit (AP), International Baccalaureate (IB), Advance Level/Advanced Subsidiary Level (A-Level) Exams, and College Level Examination Program (CLEP)

Credit for AP, IB, A-level, and CLEP exams is awarded based on approval of the relevant department offering the course material, and is subject to ongoing departmental re-evaluation. Credit will not be awarded for both passing an examination and completing an equivalent course. No credit will be awarded for exams that are repeated.

- The score received must be equivalent to the minimum score the University of Maryland accepted at the time the test was taken; otherwise, the credit will not be awarded.
- The amount of credit to be awarded shall be determined by the major department and the department in whose discipline the course falls and is subject to re-evaluation.
- Exam credits that are accepted are recorded as prior learning credit and will be included in the total number of credits earned.
- If a student has been awarded exam credit for an equivalent University of Maryland, College Park course in which they have also earned credit, the course from the exam will be marked on their record as being a repeated course and the credits will be removed from the total number of credits earned.
- An official score report must be sent directly to the University of Maryland Office of the Registrar from the appropriate organization that administers each of the exams for credit to be awarded.

B. Departmental Proficiency Examination (Credit-by-Exam)

1. Eligibility

In order to be considered for credit-by-examination a student must meet the following criteria:

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- a. a minimum of 12 (twelve) credit hours completed at UMD;
- b. a minimum grade-point-average of 2.0;
- c. completion of all prerequisite courses or the approval of the department chairperson, the dean, and the Provost.

Note: Requirements a. and b. may be waived for entering freshman by the department chairperson and the dean.

2. Grading

- a. A student may cancel application for credit-by-examination at any time prior to the completion of the examination with no entry on the permanent record.
- b. The examination instructor shall make the grade available to the student prior to formal submission of the grade.
- c. A grade of "C-" or better must be obtained to establish credit by examination.
- d. If a student elects not to have the grade posted, a symbol of "W" shall be recorded. No course may be attempted more than once using credit by examination.
- e. Grades earned using credit-by-examination shall be posted on the transcript as resident credit in the semester the exam was taken and used in computing grade point averages. Such grades shall be accompanied by the notation "By exam" as applicable.

3. Miscellaneous

- a. Credit-by-examination will not be accepted for any part of the final 30 (thirty) semester hours without permission of the Provost. With such permission, six of the final 30 (thirty) credit hours may be by credit-by-examination.
- b. Applications for examinations shall be approved on an individual course basis.
- c. The instructor must certify on the report of examination that copies of the examination questions and the student's answers have been filed in the Office of the Registrar.

C. Credit for Basic Military Training

For students enrolled as an undergraduate in the Fall 2013 semester and beyond, the University of Maryland, College Park may award 6 prior learning credits for the completion of basic military training.

Qualified students will be in one of the following categories:

- Currently serving as an active duty member in the United States Armed Forces.

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- Currently serving as a member of a reserve or National Guard branch of the United States Armed Forces.
- Have been Honorably Discharged from service in the United States Armed Forces.
- Have been Honorably Discharged from a reserve or National Guard branch of the United States Armed Forces.

Documentation to verify current status must be provided to the Office of the Registrar. ▼

D. Appeals

There are some instances of prior learning/competency-based education for which the University of Maryland does not award credit. These include, but are not limited to: American Council on Education (ACE), Defense Activity for Non-Traditional Education Support (DANTES), Program on Non-Collegiate Sponsored Instruction (PONSI), departmental credit-by-exam from non-Maryland public institutions, and life experiences. Students may contact Transfer Credit Services to appeal the acceptance of prior learning experiences. For prior learning credit to be awarded during an appeal the student must provide evidence that the prior learning experience falls within the level, scope and content of courses offered at UMD.

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