




**SENATE LEGISLATION APPROVAL**

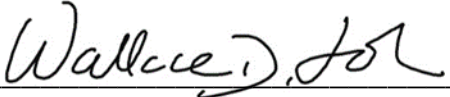
<b>Date:</b>	November 11, 2015
<b>To:</b>	Wallace D. Loh
<b>From:</b>	Willie Brown Chair, University Senate 
<b>Subject:</b>	Approval of the Review of Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning
<b>Senate Document #:</b>	14-15-18

I am pleased to forward for your consideration the attached legislation entitled, "Review of Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning." Charles Delwiche, Chair of the Academic Procedures and Standards Committee, presented the proposal. The University Senate approved the proposal at its November 10, 2015 meeting.

We request that you inform the Senate Office of your decision as well as any subsequent action related to your conclusion.

Enclosure: Approval of the Review of Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning (Senate Doc. No. 14-15-18)  
WB/rm

- Cc: Mary Ann Rankin, Senior Vice President and Provost  
Reka Montfort, Executive Secretary and Director, University Senate  
Michael Poterala, Vice President and General Counsel  
Steven Marcus, Associate Provost for Faculty Affairs  
Elizabeth Beise, Associate Provost for Academic Planning & Programs  
Sylvia B. Andrews, Academic Affairs  
Adrian Cornelius, University Registrar  
William Cohen, Dean of Undergraduate Studies  
Chuck Delwiche, Chair of the Academic Procedures and Standards Committee

Approved:   
Wallace D. Loh  
President

Date: 11-20-2015



## University Senate TRANSMITTAL FORM

<b>Senate Document #:</b>	14-15-18
<b>PCC ID #:</b>	N/A
<b>Title:</b>	Review of the Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning
<b>Presenter:</b>	Charles Delwiche, Chair of the Academic Procedures & Standards (APAS) Committee
<b>Date of SEC Review:</b>	October 30, 2015
<b>Date of Senate Review:</b>	November 10, 2015
<b>Voting (highlight one):</b>	<ol style="list-style-type: none"> <li>1. On resolutions or recommendations one by one, or</li> <li style="background-color: #cccccc;">2. In a single vote</li> <li>3. To endorse entire report</li> <li>4. For information only</li> </ol>
<b>Statement of Issue:</b>	<p>At the end of the spring 2014 semester, the Maryland Higher Education Commission (MHEC) sent a directive to the University System of Maryland (USM) regarding the Veterans Full Employment Act Guidelines. As a result, USM updated the system Policy on Credit for Competency-Based Education and Prior Learning. USM requested all system institutions revise their campus policies in order to comply with the revised USM policy by no later than December 1, 2014. An interim policy was put into place in November 2014 by the administration for the University and was approved by the Chancellor. The Senate Executive Committee (SEC) requested that the Academic Procedures and Standards (APAS) Committee review the interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning and make recommendations on whether it is appropriate for the University.</p>
<b>Relevant Policy # &amp; URL:</b>	<p>III-1.41(A) University of Maryland Policy and Procedures Concerning Credit for Prior Learning  <a href="http://www.president.umd.edu/policies/2014-iii-141a.html">http://www.president.umd.edu/policies/2014-iii-141a.html</a></p>
<b>Recommendation:</b>	<p>The APAS Committee voted in favor of forwarding its recommended revisions to the interim policy in October 2015. The APAS Committee recommends that the Senate approve the recommended edits to the University of Maryland Policy and</p>

	Procedures Concerning Credit for Prior Learning, which immediately follow the committee's report. If approved by the Senate and the President, all reference documents, including the Undergraduate Catalog, should likewise be updated to reflect the revised policy.
<b>Committee Work:</b>	APAS began reviewing the charge in spring 2015. APAS carefully reviewed the text of the University's interim policy. APAS fulfilled the requirements of its charge by reviewing the Veterans Full Employment Act Guidelines from MHEC, meeting with the Associate Provost for Academic Planning & Programs, and consulting with the University Registrar. APAS also reviewed the USM policy and the information currently available in the Undergraduate Catalog. APAS evaluated similar policies and procedures for undergraduate students at aspirational peer institutions and other Big Ten universities. Between March and October 2015, APAS developed a number of modifications to the interim policy. These revisions were discussed in depth by the committee members, and were also reviewed by the Office of General Counsel and by a representative of the Office of the Senior Vice President and Provost.
<b>Alternatives:</b>	To not approve the APAS Committee's recommended revisions to the interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning.
<b>Risks:</b>	There are no associated risks.
<b>Financial Implications:</b>	There are no financial implications.
<b>Further Approvals Required:</b>	Senate approval, Presidential approval.

# **Senate Academic Procedures and Standards (APAS) Committee**

## **Report on Senate Document # 14-15-18**

### **Review of the Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning**

**October 2015**

#### **2015-2016 APAS Committee Members**

Charles Delwiche, Chair  
Britt Reynolds, Ex-Officio, Undergraduate Admissions Rep  
Mark Shayman, Ex-Officio, Graduate School Rep  
William Cohen, Ex-Officio, Provost's Rep  
Ann Smith, Ex-Officio, Undergraduate Studies Rep  
Adrian Cornelius, Ex-Officio, University Registrar Rep  
Robin Pike, Faculty  
Marilee Lindemann, Faculty  
Charles Mitter, Faculty  
Eric McKenzie, Faculty  
Richard Klank, Faculty  
Douglas Roberts, Faculty  
Linda Moghadam, Faculty  
Brian Barker, Faculty  
Daniela Wagner-Loera, Faculty  
Lelyn Saner, Faculty  
Emily Heavin, Exempt Staff  
Mark Rivera, Graduate Student  
Stephanie Gill, Undergraduate Student  
Kevin Adams, Undergraduate Student  
Lindsay Strehle, Undergraduate Student

## **BACKGROUND**

At the end of the spring 2014 semester, the Maryland Higher Education Commission (MHEC) sent a directive to the University System of Maryland (USM) regarding the Veterans Full Employment Act Guidelines (see Appendix 1). As a result, USM updated the system Policy on Credit for Competency-Based Education and Prior Learning to cover credit for military training, competency-based education, and credit-by-exam (see Appendix 2). USM then requested all system institutions revise their campus policies in order to comply with the revised USM policy by no later than December 1, 2014. An interim policy was put into place in November 2014 by the administration for the University of Maryland and was approved by the Chancellor on December 15, 2014 (see Appendix 3). The interim policy does not change current practice, but consolidates and replaces the outdated policy on credit-by-exam with information that is available in the Undergraduate Catalog regarding credit for military training, transfer credit, and credit-by-exam. The interim policy also adds a section on appeals.

The Senate Executive Committee (SEC) requested that the Academic Procedures and Standards (APAS) Committee review the interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning and make recommendations on whether it is appropriate for the University. The charge deadline was set for May 8, 2015 (see Appendix 4).

## **COMMITTEE WORK**

The APAS Committee began reviewing the charge in spring 2015. Over the course of several months, the committee carefully reviewed the text of the University's interim policy. APAS fulfilled the requirements of its charge by carefully reviewing the Veterans Full Employment Act Guidelines from MHEC, meeting with the Associate Provost for Academic Planning & Programs to discuss the proposed interim policy in detail, and consulting with the University Registrar at length. The committee also reviewed the USM policy and the information currently available in the Undergraduate Catalog. In addition, the APAS Committee evaluated similar policies and procedures for undergraduate students at aspirational peer institutions and other Big Ten universities (see Appendix 5).

Because the APAS Committee was unable to complete its review by May 8, 2015, a request for an extension until November 6, 2015 was filed with and approved by the SEC (see Appendix 6). Between March and October 2015, the APAS Committee developed a number of modifications to the interim policy. These edits were discussed in depth by the committee members, and were also reviewed by the Office of General Counsel and by a representative of the Office of the Senior Vice President and Provost. The APAS Committee voted in favor of forwarding its recommended revisions to the interim policy in October 2015.

## **RECOMMENDATIONS**

The APAS Committee recommends that the Senate approve the recommended revisions to the University of Maryland Policy and Procedures Concerning Credit for Prior Learning, which immediately follow this report.

If approved by the Senate and the President, all reference documents, including the Undergraduate Catalog, should likewise be updated to reflect the revised policy.

## **APPENDICES**

Appendix 1 – Veterans Full Employment Act Guidelines (dated May 28, 2014)

Appendix 2 – III-1.41 University System of Maryland Policy on Credit for Competency-Based Education and Prior Learning (approved by the Board of Regents on September 19, 2014)

Appendix 3 – III-1.41(A) University of Maryland Policy and Procedures Concerning Credit for Prior Learning (approved on an interim basis on November 18, 2014)

Appendix 4 – Charge from the Senate Executive Committee (dated January 22, 2015)

Appendix 5 – Peer Institution Research (conducted in summer 2015)

Appendix 6 – Extension Request (dated August 5, 2015)

III-1.41(A) UNIVERSITY OF MARYLAND POLICY AND PROCEDURES CONCERNING  
CREDIT FOR PRIOR LEARNING

(Approved on interim basis November 18, 2014)

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 (**sixty**) credits. No more than 30 (**thirty**) 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/**AS-Level**), College-Level Examination Program (CLEP), ~~and~~ Departmental Proficiency Exams (Credit-by-~~Examination~~), and Basic Military Training (**BMT**). Students will not receive credit for both passing an examination and completing an equivalent course.

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

Credit for AP, IB, A-~~L~~**Level/AS-Level**, and CLEP **examinations** is awarded based on approval of the relevant department offering the course material, ~~and is subject to ongoing departmental re-evaluation. No credit will be awarded for exams that are repeated.~~

1. **The University of Maryland Office of the Registrar must receive an official score report directly from the organization that administers each of the examinations for which credit is to be awarded. 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 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.~~
2. **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.** ~~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.~~
3. **The amount of credit to be awarded shall be determined by 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.** ~~Exam credits that are accepted are recorded as prior learning credit and will be included in the total number of credits earned.~~
4. **Examination 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.** ~~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.~~
5. **No credit will be given for AP, IB, or A-Level/AS-Level examinations taken after the student has matriculated at the University of Maryland. 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.** ~~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.~~
6. **Duplicate credit will not be awarded for passing an examination and completing an equivalent course. Credit received in a course at the University of Maryland shall supersede any credit from AP, IB, A-Level/AS-Level, and CLEP examinations.**

a. If examination credit has been awarded for an equivalent University of Maryland course in which the student has also earned credit, the course from the examination will be marked on the student's record as a repeated course and the credits will be removed from the total number of credits earned.

b. A student who has earned any grade, passing or otherwise, in a course at the University of Maryland shall not subsequently receive credit for that course by AP, IB, A-Level/AS-Level or CLEP examinations.

c. When a student has previously received credit from an AP, IB, A-Level/AS-Level, or CLEP examination and subsequently completes an equivalent course at the University of Maryland, these examination credits will be vacated. The grade and credit received at the University of Maryland shall supersede these examination credits and will be used in the calculation of the grade point average.

## 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:

- a. A minimum of 12 (twelve) credit hours completed at UMD the University of Maryland;
- b. A minimum grade-point average of 2.0;
- c. Completion of all prerequisite courses or the approval of the department chairperson; (or, in non-departmentalized units, the dean); and the Senior Vice President and Provost.

Note: Requirements a. and b. may be waived for entering freshman students in their first semester at the University of Maryland 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 grade 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 examination was taken and used in computing semester and cumulative grade point averages. Such grades shall be accompanied by the notation "By examination" 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 **Senior Vice President and** Provost. With such permission, **6 (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 **shall be retained in accordance with the University of Maryland's Records Retention and Disposal Schedule** ~~have been filed in the Office of the Registrar.~~

#### C. Credit for Basic Military Training (BMT)

For students enrolled as an undergraduate in the Fall 2013 semester and beyond, the University of Maryland, ~~College Park~~ may award 6 **(six)** ~~P~~prior ~~L~~earning ~~C~~redits 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.
- Currently serving as a member of a reserve or National Guard branch of the United States Armed Forces.
- ~~Have~~ **Has** been Honorably Discharged from service in the United States Armed Forces.
- ~~Have~~ **Has** 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 **generally** 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~~ **institutions other than Maryland** public institutions **of higher education**, and life experiences. Students may contact ~~Transfer Credit Services~~ **the Office of the Registrar** 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, **and expected learning outcomes** of courses offered at ~~UMD~~ **the University of Maryland**. **The determination of the Office of the Registrar shall be final.**



Martin O'Malley  
Governor

Anthony G. Brown  
Lt. Governor

Anwer Hasan  
Chairperson

Catherine M. Shultz  
Acting Secretary

## **AGENDA ITEM SUMMARY**

**SUBJECT:** Veterans Full Employment Act Guidelines

**DATE OF MEETING:** May 28, 2014

**STAFF:** Dr. Shawna Acker-Ball  
Greg FitzGerald  
Dr. Jennifer Frank  
Trish Gordon-McCown

**SUMMARY:** The purpose of this agenda item is to propose guideline language in fulfillment of the Maryland Higher Education Commission's responsibilities under the Veteran's Full Employment Act (VFEA) of 2013. In accordance with §15–113 of the Education Article, the Commission, in consultation with the public institutions of higher education, shall develop and adopt guidelines on awarding academic credit for a student's military training, coursework, and education. Subsequently, in accordance with the approved guidelines, the governing boards of each public institution shall develop and implement policies governing the awarding of academic credit for a student's military training, coursework, and education.

**RECOMMENDATION:** It is recommended that the Maryland Higher Education Commission adopt the proposed VFEA guidelines as drafted pertaining to the awarding of academic credit for a student's military training, coursework, and education.



**Martin O'Malley**  
Governor

**Anthony G. Brown**  
Lt. Governor

**Anwer Hasan**  
Chairperson

**Catherine M. Shultz**  
Acting Secretary

**MEMORANDUM**

**DATE:** May 28, 2014

**TO:** Maryland Higher Education Commission

**FROM:** Dr. Shawna Acker-Ball                      **STAFF:** Greg FitzGerald  
Dr. Jennifer Frank  
Trish Gordon-McCown

**SUBJECT:** Veterans Full Employment Act Guidelines

**SUMMARY:** The purpose of this memorandum is to adopt guideline language in fulfillment of the Maryland Higher Education Commission's responsibilities under the Veteran's Full Employment Act (VFEA) of 2013. In the VFEA, the Maryland Higher Education Commission (MHEC) was charged with developing and adopting best practices and guidelines to award academic credit for a student's military training, coursework, and education, in collaboration with the public institutions of higher education in the state. While individual institutions already have policies in place for the awarding of academic credit for prior learning, these guidelines for military credit will create a more uniform and consistent approach to these practices across Maryland's public colleges and universities.

The following deliverables and deadlines have been established for the development and implementation of these best practices and guidelines for the VFEA:

MHEC Deliverable	Target Date for Completion	Current Status
Survey existing policies and practices for awarding college credit for military-related experience at Maryland public colleges and universities	October 2013	Completed
Research and compile summary of best practices nationwide for awarding college credit for military-related experience	November 2013	Completed
Submit preliminary report on VFEA implementation to the Governor and General Assembly, in collaboration with other agencies	December 2013	Completed
Adopt proposed amendments to COMAR to expand opportunities for undergraduate credit awarded through Competency-Based Education (CBE), including credit for prior learning	February 2014	Completed
Appoint members of statewide workgroup with representation from all public higher education segments to develop VFEA guidelines	February 2014	Completed

<b>MHEC Deliverable</b>	<b>Target Date for Completion</b>	<b>Current Status</b>
Convene workgroup to begin drafting VFEA guidelines	March 2014	Completed
Develop working draft of VFEA guidelines; disseminate to public institutions for comments and feedback	April 2014	Completed
Reconvene workgroup to finalize VFEA guidelines	April 2014 May 2014	Completed
Commission to adopt final VFEA guidelines	May 2014	Pending
MHEC to publish and disseminate final VFEA guidelines	June 2014	Pending
Public institutions to develop and approve policies (or revise existing policies to align with new guidelines) for the awarding of credit for military training, coursework, or education; policies formally submitted to MHEC for approval	During 2014 Fall Semester	Pending
Submit final report on VFEA implementation to the Governor and General Assembly	By January 1, 2015	Pending

### **Awarding of College Credit for Military Experience**

Maryland public higher education institutions already have policies in place to review, evaluate, and award credit for prior learning and experience, as deemed appropriate. MHEC staff analysis revealed that for the most part, Maryland colleges and universities are already utilizing similar types of evaluation methods and assessment tools to determine credit for prior learning. These methods include, but are not limited to, the following:

- American Council on Education (ACE) College Credit Recommendation Service
- American Council on Education (ACE) Military Guide
- College Level Examination Program (CLEP)
- DANTES Subject Standardized Test (DSST) Program
- Joint Services Transcripts (JST)
- Advanced Placement (AP) Program of the College Board
- International Baccalaureate (IB) Exams
- Departmental Exams and Institutional Assessments
- Portfolio Development and Assessment
- Course Challenge Programs

Historically, such methods of credit accumulation could comprise no more than half of an undergraduate associate's degree or bachelor's degree in Maryland. Regulatory changes in COMAR adopted by the Commission in February 2014 resulted in the lifting of this credit cap to support institutional initiatives in competency-based education, and to expand student opportunities to earn college credit for prior learning and experience. These regulations have

been published in the Maryland Register and will be returning to the Commission for a final vote at the June Commission meeting.

All public two-year and four-year institutions in Maryland are currently approved by the Department of Veterans Affairs (VA) to accept veterans' education benefits for students enrolled in their institutions. The VA already requires all VA-approved institutions to have policies to evaluate, award, and offset or waive the cost of courses accepted towards their program of study. In ensuring a consistent approach across institutions to maximize the number of credits for military experience that veterans are able to earn towards their degrees, the guidelines address the following areas:

- Inventory of applicable evaluation and assessment methods and approaches for awarding college credit for military-related experience
- Full disclosure and promotion of institutional policies and processes for evaluating, assessing, and awarding credit for military training, education, and experience
- Designated point of contact for the military credit evaluation process and other VFEA related services at each public institution
- Formal student notification processes for credits evaluated and awarded
- Incorporation of an appeal process related to credit determinations
- Alignment with COMAR 13B.02.02.16.H, which contains regulations for the awarding of credit for competency-based education requiring the review of written policies and procedures by MHEC

If approved by the Commission, the guidelines would be disseminated to Maryland's public institutions of higher education to be adopted and implemented during the 2014 fall semester. Additionally, MHEC, as a result of upgrades to the Maryland Annual Collection (MAC), will be able to identify how much academic credit students are receiving for US Armed Forces service and training experiences. Moreover, this will enable MHEC to identify veterans that have received credit for their military service and training.

**RECOMMENDATION: It is recommended that the Maryland Higher Education Commission adopt the proposed VFEA guidelines as drafted pertaining to the awarding of academic credit for a student's military training, coursework, and education.**

MARYLAND HIGHER EDUCATION COMMISSION  
OFFICE OF ACADEMIC AFFAIRS

**GUIDELINES**  
**FOR**  
**AWARDING ACADEMIC CREDIT FOR MILITARY TRAINING,**  
**EDUCATION, AND COURSEWORK**  
**VETERANS FULL EMPLOYMENT ACT**

**APPROVED:**

## MARYLAND HIGHER EDUCATION COMMISSION

### Guidelines for Awarding Academic Credit for Military Training, Education, and Coursework

#### Veterans Full Employment Act

- (1) In accordance with §15-113 of the Education Article of the Annotated Code of Maryland, the governing board of each public institution of higher education in the State shall develop and implement a policy in accordance with these guidelines to go into effect during the 2014-2015 academic year.
  - (a) The policy shall be designed to maximize the awarding of academic credit to service member populations for their military training, education, and coursework.
  - (b) The policy shall govern the following groups of students:
    - i. Member of the United States Armed Forces;
    - ii. A Reserve Component of the Armed Forces of the United States;
    - iii. The National Guard of any state; or
    - iv. Veteran of the above services (i) – (iii).
- (2) If the VFEA credit policy is incorporated as a sub-section of the institution's general competency-based education policy applicable to all students or a stand alone policy, it shall be submitted to MHEC for approval in accordance with COMAR 13B.02.02.16.H, which contains regulations for the awarding of credit for competency-based education.
- (3) Institutional Disclosure for Faculty/Staff and Prospective/Current Students
  - (a) Each Institution shall conduct the following activities:
    - i. Publish the policy and point of contact information for the availability of all faculty/staff and prospective/current students on the institution's website.
    - ii. Provide clear and accessible policies, practices, and procedures.
    - iii. Promote the policy and processes through methods such as campus events, promotional materials, websites, school catalog, social media, and networking in collaboration with internal and external stakeholders.
- (4) Academic/Financial Aid Advising and Resources
  - (a) Each Institution shall conduct the following activities:
    - i. Ensure advisors or other appropriate employees have proper training and knowledge for awarding credit and other VFEA-related services.
    - ii. Provide students timely formal notification of acceptance or denial of external credit (credit awarded and/or waived).
    - iii. Maximize, to the extent possible, the awarding of appropriate credit and course equivalencies toward the student's major requirements.
    - iv. Disclose all fees associated with the awarding of such credit as well as the use of benefits to cover those fees.

- (5) In alignment with existing academic appeal processes for students, each Institution shall incorporate an appeal process related to credit determinations as part of their written policy.
- (6) Institutions shall utilize at least one of the following assessment methods in their policy for the awarding of credit for a student's military training, coursework, or education.
  - (a) Nationally accepted assessment methods:
    - i. American Council on Education (ACE) College Credit Recommendation Service
    - ii. American Council on Education (ACE) Military Guide
    - iii. College Level Examination Program (CLEP)
    - iv. DANTES Subject Standardized Test (DSST) Program
    - v. Joint Services Transcripts (JST)
    - vi. Advanced Placement (AP) Program of the College Board
    - vii. International Baccalaureate (IB) Exams
    - viii. Another nationally accepted assessment method included in the institution's policy approved by MHEC.
  - (b) Institutionally developed assessment methods:
    - i. Departmental Exams and Assessments
    - ii. Portfolio Development and Assessments
    - iii. Course Challenge Programs
    - iv. Another institutionally developed assessment method included in the institution's policy approved by MHEC.



**Veterans Full Employment Act of 2013**  
**Education Article §15-113.**

(A).

THE COMMISSION, IN CONSULTATION WITH THE PUBLIC INSTITUTIONS OF HIGHER EDUCATION IN THE STATE, SHALL DEVELOP AND ADOPT GUIDELINES ON AWARDING ACADEMIC CREDIT FOR A STUDENT'S MILITARY TRAINING, COURSEWORK, AND EDUCATION.

(B).

IN ACCORDANCE WITH THE GUIDELINES DEVELOPED BY THE COMMISSION UNDER SUBSECTION (A) OF THIS SECTION, THE GOVERNING BODY OF EACH PUBLIC INSTITUTION OF HIGHER EDUCATION IN THE STATE SHALL DEVELOP AND IMPLEMENT POLICIES GOVERNING THE AWARDING OF ACADEMIC CREDIT FOR A STUDENT'S MILITARY TRAINING, COURSEWORK, AND EDUCATION.

**TITLE 13B MARYLAND HIGHER EDUCATION COMMISSION**

**SUBTITLE 02 ACADEMIC REGULATIONS**

**CHAPTER 02 MINIMUM REQUIREMENTS FOR IN-STATE DEGREE-GRANTING INSTITUTIONS**

.16 Graduation Requirements.

H. Credit for Competency-Based Education.

(1) An institution may award credit hours for competency-based education, such as credit for prior learning or demonstration of skills and knowledge in specific areas, based on:

(a) Successful completion of an acceptable standardized examination such as the College Level Examination Program;

(b) An examination developed by the institution;

(c) A portfolio assessment; or

(d) Another assessment method approved by the Secretary to demonstrate competencies.

(2) An institution that awards credit for competency-based education shall follow nationally accepted standards for the notation of such credit on a student's transcript.

(3) Institutional policy.

(a) An institution that awards credit for competency-based education shall submit to the Secretary a written policy that articulates standards for the assessment and awarding of credit hours to students.

(b) The institution shall:

(i) Develop and approve the policy through appropriate governance channels, including seeking input from students and faculty;

(ii) Submit the policy to the Secretary for approval;

(iii) Review and update the policy no less than every three years to ensure that it reflects current practice; and

(iv) Resubmit the policy to the Secretary for approval when changes are made.

(c) The Secretary shall:

- (i) Review the institution's policy;
  - (ii) Approve the policy if the Secretary determines that the policy is complete and that all assessment methods will be effective for assessing students' competencies; and
  - (iii) Maintain the written policy on file at the Commission.
- (d) An institution may not implement its policy until it receives the Secretary's written approval.
- (4) Faculty of the institution in the appropriate discipline shall conduct each assessment.
- (5) Maintenance of copies.
- (a) An institution shall maintain copies of all examinations, test results, portfolios, portfolio assessment reviews, and other methods approved by the Secretary to assess learning for the award of credit hours for competency-based education.
  - (b) The copies shall be maintained for one year after a student graduates or for 5 years after a student was last enrolled, as applicable.
- (6) Report to Secretary.
- (a) Where graduates of an institution earn more than half of the credit hours toward their degree or certificate program through competency-based education, the institution shall submit an annual report to the Secretary.
  - (b) The report shall be:
    - (i) In the form required by the Secretary; and
    - (ii) Submitted by October 1<sup>st</sup> of each year for the prior academic year.
  - (c) The report shall detail:
    - (i) The number of degrees and certificates awarded in this manner;
    - (ii) The number of credits for competency-based education granted per degree or certificate awarded; and
    - (iii) The methods used for assessing and awarding credit for competency-based education.



## UNIVERSITY SYSTEM OF MARYLAND

### III-1.41 – POLICY ON CREDIT FOR COMPETENCY-BASED EDUCATION AND PRIOR LEARNING

(Approved by the Board of Regents, September 19, 2014)

An institution may provide its students with opportunities to earn credit hours for competency-based education and prior learning towards the completion of the baccalaureate degree. Further, in accordance with §15-113 of the Education Article of the Annotated Code of Maryland, the institution policy shall include guidelines for the awarding of academic credit to service member populations for their military training, education, and coursework.

- I. Credits awarded for competency-based education shall be based on the successful completion of standardized examinations such as those in the Advanced Placement Program (AP), the International Baccalaureate (IB) Program, the College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST) Program or through portfolio assessment, institutional examinations conducted by the faculty of the institution in the appropriate discipline, or another assessment method approved by the Chancellor and the Secretary of Higher Education.
- II. At each institution, the source of such credit shall be identified on the student's permanent record.
- III. Each institution shall submit the institution policy for approval to the Chancellor and the Maryland Higher Education Commission by December 1, 2014. The institution's policy should articulate standards for the assessment and awarding of credit hours to students and must be implemented by the spring semester, 2015.
- IV. Each institution shall ensure that its policy is aligned with the Maryland Higher Education Commission *2014 Guidelines for Awarding Academic Credit for Military Training, Education and Coursework*.
- V. Each institution shall publish the approved policy and point of contact for information on the institution website; and, provide clear and accessible policies, practices, and procedures.

Replacement for: BOR I-6.00 and III-1.40 and BOT X-A.10

## Appendix 3

### III-1.41(A) UNIVERSITY OF MARYLAND POLICY AND PROCEDURES CONCERNING CREDIT FOR PRIOR LEARNING

(Approved on interim basis November 18, 2014)

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.

1. 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.
2. 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.
3. Exam credits that are accepted are recorded as prior learning credit and will be included in the total number of credits earned.
4. 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.
5. 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:

- 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.
- 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.



**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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## Prior Learning/Credit-by-Exam Peer Research

### University of Illinois at Urbana-Champaign

Allows students to retain credit-by-examination **even** if student fails course at Illinois. Does not allow both the exam and course to count for double credit, however.

Student Code: “A student who repeats a subject for which the student has previously received credit (either by class work at the University, or by advanced standing previously allowed for work done elsewhere) does not forfeit the original credit in the event the student should fail the course on the second attempt. Where a course has been repeated, both the original and subsequent grades are included in the average if the course is acceptable toward graduation, but the **credit is counted only once.**” [http://studentcode.illinois.edu/FullCode\\_Web2014.pdf](http://studentcode.illinois.edu/FullCode_Web2014.pdf) p.76

### Indiana University

Individual departments determine credit by examination. No information available about duplicate exam credit/coursework. <http://admissions.indiana.edu/apply/freshman/ap-exam-credit.html>

### University of Iowa

Varies by academic department. For example, College of Liberal Arts & Sciences says that “duplication will be assessed if you take a course that has been identified as equivalent to a course for which you already have transfer credit or AP, CLEP, or IB exam credit. Consult Admissions for transfer course equivalencies or check the transfer course database.”

<http://clas.uiowa.edu/students/handbook/credit-hour-requirements-policies#duplication>

### University of Michigan

Information available on Admissions website, who has chart on what courses would apply. No information available about duplicate exam credit/coursework.

<http://admissions.umich.edu/apply/freshmen-applicants/ap-ib-credit>

### Michigan State University

Information available on Admissions website, who has chart on what courses would apply. No information available about duplicate exam credit/coursework.

[https://admissions.msu.edu/admission/freshmen\\_AP-IB-CLEP.asp](https://admissions.msu.edu/admission/freshmen_AP-IB-CLEP.asp)

### University of Minnesota

University system has a policy on “Credit for Nationally Recognized Exams” but it does not address course duplication. (Information not available via Admissions or Registrar, either.)

<http://www.policy.umn.edu/Policies/Education/Education/CREDITEXAM.html>

### University of Nebraska-Lincoln

Undergraduate Bulletin dictates undergraduate transfer credits (including examination credits) but does not address duplication of courses. <http://bulletin.unl.edu/undergraduate/other/Transfer>

### **Northwestern University**

No university-wide policy. Admissions website links to various departments.

<http://ugadm.northwestern.edu/apply/credits/ap-ib-credit-policy.html>

### **Ohio State University**

Registrar procedures appear to limit transfer credits to only count once in the event of a conflict: “EM credit **will not be awarded for any course in which a student has received either a mark at The Ohio State University** or transfer credit from another institution.” <http://ugadm.northwestern.edu/apply/credits/ap-ib-credit-policy.html>

### **Pennsylvania State University**

Does not allow prior learning credit if student fails equivalent university course. Undergraduate Advising Handbook: “A student **cannot** earn credit by examination if the course is already on his/her transcript with a quality letter grade (**even if the grade was an F**) or with a satisfactory or unsatisfactory grade.” <https://handbook.psu.edu/content/credit-by-examination>

### **Purdue University**

Has regulations and procedures about transfer credits by examination but nothing about duplication and supersession. [http://www.purdue.edu/studentregulations/regulations\\_procedures/program.html](http://www.purdue.edu/studentregulations/regulations_procedures/program.html)

### **University of Wisconsin-Madison**

Undergraduate Catalog: “Students who receive credit for a particular course through AP or IB and take the same course at UW–Madison will not receive degree credit twice; however, the grade in the UW–Madison course will be included in the overall grade point average.” [http://pubs.wisc.edu/ug/geninfo\\_admission\\_apib.htm](http://pubs.wisc.edu/ug/geninfo_admission_apib.htm)

### **Rutgers University**

Varies by academic department, with some prohibitions on credit choice. For example, see Undergraduate Catalog for [Business](#) and [Environmental Science](#) colleges.

### **University of California, Berkeley**

Varies by department. No information available via policy, admissions, or registrar.

### **University of California, Los Angeles**

UCLA public information only says that “AP examinations, IB examinations, and college courses taken prior to or after enrolling at UCLA may be duplicative. In these cases we will award credit for only one.” <http://www.admissions.ucla.edu/prospect/apcredit.htm>

### **University of North Carolina, Chapel Hill**

Undergraduate Bulletin: “In the event that a student takes a course for which Advanced Placement, International Baccalaureate, or SAT II Subject Test credit is awarded, the By-Examination credit will be forfeited when the course is completed, as well as any higher-level BE credit in that sequence.” <http://www.unc.edu/ugradbulletin/pdf/2014-15.pdf>

### Trends, Notes:

- There is a distinction between allowing double *credit hours* and allowing *pass-fail* credit; university procedures treat these as two separate issues.
- Many policies vary by department *within* the university
- Admissions sites typically list exact course equivalencies to avoid redundancy/conflicts from happening
- The University of Illinois at Urbana-Champaign **allows** students to use transferred credit-by-exam **even** in the event that a student fails a duplicated course. In their words, the student "does not forfeit the original credit in the event the student should fail the course" at Illinois. On the other hand, Penn State **does not** allow prior learning credit if a student fails the equivalent university course.
- Several schools (Illinois, Ohio State, Penn State, Wisconsin, etc.) **only** allow for **either** the exam credit or the course credit when a course is repeated. The prohibition on double-dipping credit hours for one course/exam is common.



UNIVERSITY OF  
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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