



University Senate TRANSMITTAL FORM

Senate Document #:	14-15-18
PCC ID #:	N/A
Title:	Review of the Interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning
Presenter:	Charles Delwiche, Chair of the Academic Procedures & Standards (APAS) Committee
Date of SEC Review:	October 30, 2015
Date of Senate Review:	November 10, 2015
Voting (highlight one):	<ol style="list-style-type: none"> 1. On resolutions or recommendations one by one, or <li style="background-color: #e0e0e0;">2. In a single vote 3. To endorse entire report 4. For information only
Statement of Issue:	<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>
Relevant Policy # & URL:	<p>III-1.41(A) University of Maryland Policy and Procedures Concerning Credit for Prior Learning http://www.president.umd.edu/policies/2014-iii-141a.html</p>
Recommendation:	<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.
Committee Work:	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.
Alternatives:	To not approve the APAS Committee's recommended revisions to the interim University of Maryland Policy and Procedures Concerning Credit for Prior Learning.
Risks:	There are no associated risks.
Financial Implications:	There are no financial implications.
Further Approvals Required:	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.** ~~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.~~
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.** ~~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.~~
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.** ~~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.**