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5.613 Prior Learning Credit

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Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> Interim		Prior Learning Credit Policy 5.613	
Academic Policies		Effective date: October 25, 2011	
Policy History:	Approved by:	Resolution #	Date
Approved	Chancellor	N/A	October 25, 2011
Revised			
Responsible Office	Responsible Administrator:	Contact information	Applies to:
Office of Vice Chancellor of Academic Affairs	Vice Chancellor of Academic Affairs	937-769-1890	All Students

I. Introduction

A. Definition

In higher education, the term “prior learning” most often connotes experiential learning which takes place outside accredited institutional sponsorship. Prior learning credit is university credit that has been granted for this type of learning once it is demonstrated through a portfolio or other documentation process. Antioch University (“Antioch”) uses this term to distinguish this type of learning from other learning acquired, documented and credited prior to enrollment at Antioch (such as credit earned at regionally accredited institutions, the College Board’s College Level Examination Program, or ACE-CAEL prior learning credit), all of which are addressed in the university Transfer Credit Policy #5.611.

B. Rationale

Antioch University has long been recognized for its strong commitment to experiential learning, which recognizes the value of learning acquired in settings outside the traditional classroom. In these settings, students often construct new knowledge when prior assumptions and understandings are challenged. Likewise, their direct experiences may challenge and enrich current bodies of scholarship. Antioch University thus maintains the belief that students who can satisfactorily document and demonstrate learning, knowledge and skills appropriate to their academic program plan and degree level and which have been derived from prior life experiences

should have the opportunity to apply for academic credit for learning derived from those life experiences.

II. Policy

Antioch University has established general prior learning policies that apply across campuses, while respecting individual campuses' needs to determine specific details of implementation within these parameters. Campuses must also ensure that these limits are in compliance with the state, regional and/or professional accrediting bodies relevant to the programs they offer. Campuses that offer their students the opportunity to earn prior learning credit must adhere to the following:

1. Antioch University awards prior learning credit only to matriculated students within degree programs which have specifically stipulated prior learning as an accepted method of earning units within the course of study. Prior learning credit is awarded predominantly at the undergraduate level, both at the lower and upper division level, although campuses may have programs that have provisions for limited amounts of graduate level prior learning credit, as long as these are consistent with the appropriate state, regional and professional accreditation standards. All decisions regarding accepted credits are considered on a program-by-program basis, consistent with campus and institutional policy.
2. Prior learning credit is only awarded for demonstrated college-level learning, not for experience alone. College-level learning is defined as learning that has both theoretical and practical understanding of the subject, has applicability beyond the immediate context in which it was learned, should be learned after high school graduation or its equivalent, and fall within an area eligible for higher education as identified by academic and professional experts.
3. The evaluation of prior learning – including the determination of competence levels and awarding of credit -- must be provided by evaluators with requisite professional qualifications in the academic areas for which credit is sought. Additionally, if campuses allow evaluators who are not members of the Antioch faculty, these shall be approved through an established procedure set by the campus.
4. Prior learning credit must not duplicate earned Antioch-sponsored credit or credit accepted in transfer from other institutions (double crediting).
5. No more than 25% of the total required units for undergraduate degrees may be awarded for prior learning (with exceptions allowable up to 33% if a program has an articulated policy with clearly defined criteria). Additionally, campuses must ensure that these limits are in compliance with the relevant state, regional and/or professional accrediting bodies.
6. No more than 75% of the total required units for undergraduate degrees and 25% of the total required units for graduate degrees, may be awarded for any combination of transfer credit and prior learning.
7. At least half of the last 60 semester or 90 quarter units earned towards the Bachelor's degree must be delivered by the institution, meaning that no more than 30 semester or 45 quarter

units of the final 60 semester or 90 quarter units can be awarded for other forms of earned credit such as prior learning and transfer credit.

8. Tuition and fees associated with the prior learning process shall be based on the services provided by the faculty and institution. Students do not pay according to credits granted, and do not pay any fees directly to evaluators.
9. If evaluators receive financial compensation, such compensation shall be provided by Antioch, not the student. Compensation shall be provided on a salary, hourly, or per-assessment basis rather than a per-credit basis.

In addition to the policy as delineated above, each campus must have written and publicized procedures and guidelines consistent with the relevant state, regional and/or professional accrediting bodies. These materials should clearly specify academic standards and provisions for the crediting of prior learning, including which degree requirements may be met by prior learning; which offices and/or personnel are responsible for these processes; and in what form prior learning can be earned and recorded (e.g., specific course equivalent or credit, or fulfillment of key competencies).

Campus catalogs should inform students that some colleges and universities may view prior learning credit differently from classroom credit, and that it is the students' responsibility to make themselves aware of applicable transfer and admissions policies at institutions they are considering for transfer or graduate studies.

Finally, campuses must maintain records related to the awarding of prior learning credit. For each prior learning activity, the equivalent of an approved prior learning proposal or contract, which must include the proposed scope and content of the learning to be documented, is kept as part of the student's permanent file, as is the evaluation. Campuses must also maintain representative examples of Prior Learning work, including copies of Prior Learning proposals, documentation, and evaluations. These examples will reside in the offices of the academic programs approving the credit.

This policy was developed to be consistent with the Council for Adult and Experiential Learning's Ten Standards for Assessing Learning (http://www.cael.org/standards_assessing_learning.htm) and the Higher Learning Commission's guidelines for Assessing Prior Learning for Credit in their June 22, 2000 report on Adult Degree Completion Programs.

Policy Cross Reference

Transfer Credit Policy	Policy # 5.611
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