


<b>Name of Policy:</b> <a href="#">Credit for Prior Learning</a> <b>Policy Number:</b> 3364-71-17 <b>Approving Officer:</b> President <b>Responsible Agent:</b> Provost & Executive Vice President for Academic Affairs <b>Scope:</b> Undergraduate students		 <b>Effective date:</b> February 23, 2021 <b>Original effective date:</b> May 1, 2011	
<input type="checkbox"/>	New policy proposal	<input checked="" type="checkbox"/>	Minor/technical revision of existing policy
<input type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo recognizes that students have opportunities for learning beyond the traditional or more formal methods of education and may award college credit for demonstrated college-level learning outcomes through prior learning assessment. College-level learning is defined as demonstrated achievement of the learning outcomes, theoretical and/or applied, aligned with the content of a credit bearing, college course. Prior learning assessment (PLA) will adhere to guidelines established by the Higher Learning Commission (HLC), the Council for Adult and Experiential Learning (CAEL), and the Ohio Department of Higher Education (ODHE).

The University recognizes the awarding of prior learning assessment through credit through accepted practices such as examination (CBE), College Level Examination Program (CLEP), Discipline Subject Standardization Tests (DSST), an assessment of experiential learning, and military education, training or experiences. A maximum of thirty (30) credit hours of credit awarded through prior learning assessment may be applied towards a baccalaureate degree with a total of fifteen (15) credit towards an associate degree. Credits earned through prior learning assessment do not fulfill college residency requirements. Individual colleges, schools and/or departments within The University of Toledo may establish prior learning credit limits for their own programs, degrees and certificates.

A student must be admitted to The University of Toledo to be eligible to pursue prior learning assessment credit however prior learning assessment credit will only be transcribed when the student is actively enrolled.

A student must earn a grade of C or better or a PS grade to receive prior learning credit. Credit earned through prior learning assessment is calculated into the student's grade point average.

(B) Purpose of policy

This policy establishes the awarding of credit through prior learning assessment at The University of Toledo.

## (C) Scope

This policy applies to all undergraduate students.

## (D) Procedure(s):

**Transcription.** The course title, grade or non-letter grade and either the portfolio or credit by exam distinction will be transcribed to the student's record upon the completion of the assessment in the term of the student's active enrollment. Credit can be earned only once for the same course. No transcription will be noted on the student's record if the student does not meet the minimum grade for awarding credit through prior learning assessment.

**Reconsideration.** If a student is not granted credit for a portfolio, he or she may resubmit the portfolio for reconsideration by the end of the next full semester from the time of receiving the evaluation results. The resolution should first be addressed between the student and the faculty assessor in consultation with the PLA liaison; then by the department chair and finally by the college dean where the course equivalent resides.

**Fees and Costs.** The Prior Learning Assessment fee is a Board of Trustees approved fee. The PLA fee is charged for each course assessed through prior learning regardless of grade earned. The PLA fee (s) will be added to the student bill at the conclusion of PLA processing. By completing the petition for prior learning credit or the credit by exam form, the student agrees to be financially responsible for each course assessed through prior learning regardless of grade earned. The University of Toledo policies on billing and student accounts will apply to any outstanding balances and will be subject to late payment fees.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. Interim President</p> <p><u>February 23, 2021</u> Date</p> <p><i>Review/Revision Completed by:</i></p> <p><i>Provost &amp; Executive Vice President for Academic Affairs SLT</i></p>	<p><b>Policies Superseded by This Policy:</b></p> <ul style="list-style-type: none"> <li>• n/a</li> </ul> <p>Initial effective date: May 1, 2011</p> <p>Review/Revision Date: February 23, 2021</p> <p><b>Next review date: February 23, 2024</b></p>
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