

**DIVISION OF ONLINE AND CONTINUING EDUCATION
ONLINE DEGREE AND CERTIFICATE PROGRAMS
POLICY ON CREDIT FOR PRIOR LEARNING**

Prior Learning Assessment/Credit for Prior Learning -- 2012

The following complies with the UWO campus policy, which is based on guidelines for learning portfolio assessment developed by the Council on Adult and Experiential Learning (CAEL).

Credit for prior learning will be awarded for documented evidence of learning which is determined to meet stated learning outcomes for a given Liberal Studies course. Credit is based on verifiable learning from an experience, not just for the experience itself. Experiences can include paid or unpaid work, community service, travel and military service or other as determined relevant by the Department. The learning must reflect a balance of theoretical and applied content appropriate to the subject matter. To qualify for credit for prior learning, the student must be enrolled as an undergraduate in good standing at UW Oshkosh in one of the degree or certificate programs offered by the Department. Credit is considered through portfolio assessment, per the following:

- (1) The portfolio is a formal written document that identifies the knowledge and skills acquired as a result of non-university experiences and that provides evidence to support these claims. Students wishing to apply for credit using the portfolio option must, with consent of instructor, enroll in Assessment of Prior Learning (Interdisciplinary Studies 145). This course will establish guidelines for portfolio construction.
- (2) Students who wish to apply for credit for prior learning must submit their portfolios for assessment. Portfolios will be presented to the appropriate assessor named by LLCE Online Degree and Certificate Programs. Portfolios must be prepared according to guidelines established in Interdisciplinary Studies 145. Additional portfolios may be submitted in subsequent semesters without re-enrollment in the course. Portfolios must be submitted prior to the student's final semester.
- (3) Upon receiving a portfolio for review, the instructor will assess the documentation of prior learning to determine if the learning meets the stated criteria. The reviewer may ask the applicant to submit additional materials if necessary, and will determine whether the student should be awarded credit for the course. Reviewers may award partial or conditional credit pending request submission of further materials by the student before credit is awarded; partial credit for courses may not be awarded.
- (4) Upon completion of the evaluation form and upon approval by the Director of the Department and the AVC of LLCE, the Registrar's office will be notified of the award. If the department does not award credit for prior learning, the student will be notified in writing by the department. There is no appeal for the instructor's decision.
- (5) The University will grant a *maximum* of 24 credits for prior learning through portfolio assessment. Credit for prior learning may not be applied to courses in which a student has already earned a grade. No grade will be attached to the credit received for prior learning.
- (6) Portfolio reviewers will receive a stipend, amount to be determined by the Department and University policy, for each portfolio examination, regardless of whether or not credit is awarded.