

## **GLENVILLE STATE UNIVERSITY POLICIES**

### **ACADEMIC POLICY 33**

#### **UNIVERSITY CREDIT FOR PRIOR LEARNING**

##### **33.1. General**

- 1.1. Scope - Policy establishing guidelines for the awarding of University credit for prior University level learning through Credit for Prior Learning (CPL).
- 1.2. Authority - W. Va. Code §§ 18B-1-1a, and 18B-1-6, and the Higher Education Policy Commission's (HEPC) procedural rule entitled *Awarding Undergraduate College Credit for Prior Learning, Advanced Placement Credit, College-Level Examination Program, Nursing Career Pathways*, and for recognizing skill sets earned through micro-credentials, Title 133 Series 59.
- 1.3. Effective Date – May 7, 2025
- 1.4. Revision of Former Policy – Repeals and replaces Glenville State University Policy 33 University Credit for Prior Learning [2016][2020][2023].

##### **33.2. Purpose**

- 2.1. Glenville State University recognizes that higher education should contribute to the growth, development, and quality of life of the state and its citizens. This policy details the responsibilities of Glenville State University regarding the awarding of credit for prior college-level learning gained outside the higher education academic environment.
- 2.2. Glenville State University recognizes that some students, particularly adults and non-traditional students, may have acquired prior college-level learning through the development of skills or knowledge that closely parallel those outcomes taught in college-level courses. It is important that Glenville State University has the opportunity to evaluate learning that has taken place outside the higher education academic environment and to award academic credit when appropriate.
- 2.3. The purpose of this rule is to outline the terms and conditions under which Glenville State University awards *and/or* transfers credits toward a degree or certificate based upon CPL and to provide consistent and accessible methods for students to earn these credits.
- 2.4. Each department chair and faculty member associated with an undergraduate course will determine whether to award CPL credit through a variety of assessment methodologies that ensure the academic credibility of such credit. Under these guidelines, in accordance with Glenville State University policies and procedures, academic credit shall be awarded for prior learning that is equivalent to courses offered by the University.
- 2.5. The Regents Bachelor of Arts degree program maintains specific guidelines and

requirements for the use of credit for prior learning. This policy does not replace those guidelines.

### **33.3. Definitions**

3.1. Credit for Prior Learning (CPL) is defined as the assessment of college-level learning that has occurred outside the higher education academic environment to determine whether Glenville State University will award credit for such experience. For example, individuals may acquire college-level knowledge or skills through work experience, employee training programs, military service, independent study, non-credit courses, or community service. Only documented and demonstrated college-level learning will be awarded University credit.

3.2. In support of providing opportunities for students to earn college-level credit for college-level learning that has been acquired outside the higher education academic environment, the assessment of prior college-level learning can be accomplished through a variety of assessment methods including, but not limited to the following:

3.2.1. Advanced Placement Exams

3.2.2. American Council on Education (ACE) Guides

3.2.3. College Level Examination Program (CLEP) Exams

3.2.4. Defense Activity for Non-Traditional Education Support (DANTES) Subject Standardized Test (DSST)

3.2.5. Excelsior College Examination Program (ECE)

3.2.6. Institutional Course Challenge Examination

3.2.7. International Baccalaureate Program (IB)

3.2.8. Institutional Evaluation of Industry and Workforce Training such as apprenticeships, certifications, and licensure

3.2.9. Portfolio Assessment/Review

3.2.10. Prior Military Training

3.2.11. Nursing Career Pathway

3.2.12. Micro-Credential

### **33.4. Principles**

4.1. Glenville State University values the diversity of its students. This diversity includes the unique experiences, interests, and intellectual pursuits that may lead to the acquisition of college-level learning. The acquisition of college-level learning is validated by assessment methods that are academically sound and rigorous.

4.2. Glenville State University employs prior learning assessment aligned with its respective mission, the principles of academic integrity, resources, and student educational attainment and success.

### **33.5. Institutional Policies Regarding Awarding Credit for Prior Learning**

5.1. Credit for prior learning can apply toward majors, minors, general education requirements, and electives that count toward the student's chosen degree or certificate. Credit for Prior Learning (CPL) credit may also satisfy prerequisite requirements. University credit awarded through CPL shall not be treated differently in its application and use than its course equivalencies or appropriate block credit.

5.2. Credit for prior learning shall only be awarded to students who are admitted to the institution and have declared a major field of study.

5.3. Credit awarded through CPL shall not count toward institutional residency requirements of Glenville State University.

5.4. The evaluation of a portfolio must be completed by a minimum of two faculty members with appropriate professional credentials. Course-specific examinations must be designed by a faculty member, evaluated by at least two faculty members with appropriate professional credentials, and approved by the department chair. A recommendation for credit shall be made to the Registrar and approved by the Provost.

5.5. Glenville State University will accept CPL credit up to 60 credits for bachelor's degrees, up to 30 credits for associate's degrees, and up to 9 credits for certificate programs.

5.5.1. Should a program at Glenville State University have an accrediting body that States a specific maximum for CPL credits, then that accrediting body's maximum will be honored by the program receiving CPL credit.

5.6. Credit awarded through CPL must be clearly identified as such on a student's official transcript. Such credit shall not be used to determine a student's grade point average or used in the calculation of graduation honors. The credit will be recorded as "Credit" only.

5.7. Student requests for awards of academic credit for prior learning will be submitted in accordance with the guidelines established by Glenville State University. Glenville State University will notify students in writing of the decision to approve or deny such requests and

will provide and communicate an appeal process for CPL decisions.

5.8. CPL fees may vary based upon the type of assessment performed. CPL credit and transcription fees to students will be clearly published and made available to the student in the most current Glenville State University catalog.

5.9. Glenville State University will regularly review its CPL policies to ensure that they are consistent with accreditation CPL guidelines and state, regional, and national practices.

5.10. Published crosswalks (e.g. for CLEP scores to course credit) are published in the University catalog which is available on the University's website.

### **33.6. Transferability of Prior Learning Assessment Credits**

6.1. Credits earned through CPL shall be transferable in accordance with HEPC procedural rule Title 133 Series 17: *Transferability of Credits and Grades at West Virginia Colleges and Universities*. Once on a student's transcript, credits earned through prior learning shall be treated no differently than other credit coursework on a student's transcript.

6.2. Glenville State University will accept as transfer credit toward a degree CPL credit awarded at another institution if the credit meets the West Virginia Core Coursework Transfer Agreement or other applicable statewide articulation agreements if the student transfers to another West Virginia public college or university in accordance with the guidelines of that particular policy or agreement.

### **33.7. Reporting the Awarding of Credit for Prior Learning Credits.**

7.1. Glenville State University shall maintain records of the number of students awarded credit for prior learning, number of credits for prior learning awarded, type of assessment method(s) used, and other recipient data, which will be reported to the Higher Education Policy Commission as appropriate, on an annual basis.

### **33.8. Policy for Acceptance of Advanced Placement Credit.**

8.1. Glenville State University shall accept Advanced Placement credits according to the following guidelines:

8.1.1. High school students completing Advanced Placement examinations of the College Board with a minimum score of 3 will receive credit at Glenville State University, as indicated in the list of Advanced Placement exams offered by the College Board. Credit will be awarded solely on the basis of satisfactory performance of a score of 3 or higher on the Advanced Placement examinations.

8.1.2. When the examination is in the area of the student's major, Glenville State University will award credit toward the major or the core curriculum.

8.1.3. An academic department may, upon recommendation of the institutional faculty and with the approval of the Provost, require a higher score than 3 on an advanced placement test if the credit is to be used toward meeting a course requirement for a major in the department.

8.1.4. Credits awarded by regionally or nationally accredited institutions of higher education in West Virginia for successful completion of advanced placement exams are transferable to Glenville State University in accordance with this policy.

### **33.9. Policy for the College-Level Examination Program.**

9.1. Credit awarded by regionally or nationally accredited institutions of higher education in West Virginia will be transferable to Glenville State University in accordance with this policy. Credit shall be awarded only once to recognize mastery of course content. Credit shall not be awarded for equivalent courses in which students have already earned such credit through course work, CLEP, institutional challenge examinations, life experience, or other mechanisms.

9.2. The permanent academic record of the student shall indicate which credit was earned by CLEP examination.

9.3. Students must be enrolled in Glenville State University in order to receive credit. Students who have taken CLEP examinations prior to enrollment must submit an official CLEP transcript.

9.4. Students may be awarded credit for the successful completion of any or all of the then current CLEP Subject Examinations. Student must achieve a score equal to or above the score recommended by the American Council on Education for CLEP Exams current at the time the examination was taken. Credit shall be awarded in an amount not exceeding the number of semesters for which the examination was designed. A grade will not be assigned, and the credit will not be included in the computation of the student's grade-point average. Glenville State University shall equate the CLEP credit earned with existing course offerings. If no equivalent course is offered, the credit earned by CLEP examination shall be considered elective credit. Students shall not receive CLEP Subject Examination credit for equivalent courses in which they have already earned credit.

### **33.10. General CLEP Examinations**

10.1. Students may be awarded credit for successful completion of any or all of the CLEP General Examinations within the limits of the most recent recommended CLEP scores posted by The College Board.

10.2. Credit earned through successful completion of a CLEP General Examination may not meet specific program requirements of Glenville State University or another institution to which the student may later transfer. The credit shall then be used as elective credit. Students

shall not receive CLEP General Examination credit for equivalent courses in which they have already earned credit.

10.3. Glenville State University may establish scores higher than specified above for Subject or General Examinations if it is established that the higher scores equate to a satisfactory level of performance by students actually enrolled in the equivalent course(s) at Glenville State University.

### **33.11. Nursing Career Pathways**

11.1. Glenville State University will accept student course credit earned through dual credit as part of the Nursing Career Pathway as counting toward credits specific to a major in nursing or nursing science. A student's secondary school will identify completion of the nursing pathway on the high school transcript.

11.2. Dual credit courses in the Nursing Career Pathway include college-level freshman English, college algebra or statistics, anatomy and physiology and general psychology.

### **33.12. Micro-Credentials**

12.1. Glenville State University may offer micro-credentials for credit or non-credit to currently enrolled students or to transient students enrolling for a specific set of courses.

12.2. Micro-credentials awarded to a student may be stackable and grouped or aggregated to provide a pathway to larger credentials, such as a traditional degree. Non-credit micro-credentials may be converted to credit via the CPL process established by Glenville State University.

12.3. Students who successfully complete a micro-credential, whether credit or non-credit, will earn a digital badge or an institutionally recorded and approved credential. Glenville State University will keep a record of all earned non-credit badges or micro-credentials.