ALLEN COLLEGE – UNITYPOINT HEALTH
STANDARD OPERATING PROCEDURE

Supersedes: New

No: 2-C-900-07
Date: February 2014
Written By: Academic Affairs
Approved By: [Signature] Chancellor

SUBJECT: Granting Academic Credit for Prior Learning (CPL)

PURPOSE: To provide an opportunity for students enrolled at Allen College to request credit
for prior learning obtained through community service, military service, degree-related practice, standardized tests, institutional challenge examinations, and educational experiences.

EFFECTIVE FOR: Allen College students, faculty, and staff

POLICY: Allen College may grant academic credit and course placement to students based
on previous academic, employment, and/or other learning experiences not earned
in a traditional classroom setting, the latter to include community and military
service. Credit may be considered for class and/or clinical credit toward certificate
or degree completion. CPL is awarded for demonstrated college-level learning
which entails knowledge, skills, and competencies that students have obtained as
a result of their learning. CPL will be awarded only for learning directly
applicable to curriculum requirements of Allen College and the student’s declared
program of study.

Standards/Limits/Restrictions for Awarding CPL
CPL assessment requires that students demonstrate knowledge equivalent to a
particular course or clinical experience. Policy requirements are as follows:

- The CPL is not available for all courses.
- Academic credit will be awarded only for those courses, including elective
  credit, directly applicable to curriculum requirements for the program of study
  in which the student is enrolled.
- The student must be in good academic standing and demonstrate satisfactory
  progression toward degree requirements.
- The student must successfully complete at least one Allen College academic
  course before CPL credits will be recorded.
- All work assessed for CPL must meet or exceed the grade level required by
  the program, for example, MSN-nurse practitioner clinical courses require a
  minimum of a ‘B’ to be considered passing.
- The student may not receive CPL credit for any course that has previously been failed or been withdrawn from.
- The student may not use CPL to fulfill residency requirements of the academic program and College.
- CPL experiences shall be evaluated only at the student’s request.
- No more than 25% of credits toward the degree or certificate may be earned by CPL.
- CPL will be identified as credit for prior learning on student transcripts without guarantee of any subsequent transfer.
- Only one (1) attempt may be made for Portfolio Review (PR) and/or Institutional Challenge Examinations (ICE) credit for a course.

**Methods for Awarding CPL**

1. Standardized Tests - examples include the following:
   a. College Level Examination Program (CLEP)
   b. American College Testing Proficiency Program (ACT-PEP/RCE/EXCELSIOR)
   c. Defense Activity for Nontraditional Educational Support (DANTES)
   d. Advanced Placement (AP)
   e. National League for Nursing (NLN) standardized exams
   f. International Baccalaureate (IB)

2. Institutional Challenge Examinations (ICE)
   a. Examination equivalent to the comprehensive final course examination
   b. Examination may be written, oral, demonstration or a combination of all three
   c. Evaluated by one of more faculty experts in the subject matter

3. Published Guides
   a. American Council on Education (ACE) for military training and experiences
   b. Other published guides recognized by Allen College that have been developed by nationally recognized organizations

4. Portfolio Review (PR)
   a. Credit through the development of a portfolio
   b. Evaluated by one of more faculty experts in the subject matter
   c. Requirements are available in The Portfolio Assessment Guide
   d. Requests for PR must be submitted a minimum of one month before the course start date.
   e. All PR requests must be submitted 6 weeks prior to the last semester of enrollment.

5. Massive Open Online Courses (MOOC) that have been granted academic credit by a regionally accredited post-secondary institution.

**PROCEDURE:**
- The student shall inquire about CPL review in the Office of Student Services.
- The request must be submitted prior to the semester when the course would be taken in
the normal progression plan.
- A separate request must be compiled for each course for which the student is seeking academic credit.
- The student requesting a PR shall obtain the Portfolio Assessment Guide.
- When requesting academic credit via ICE, work experience, community service, portfolio review and/or non-academic educational experiences, the student will be required to contact a faculty who teaches the courses for which the student is requesting CPL to determine feasibility and potential acceptability of evidence.
- When ICE, work experience, community service, portfolio review or non-academic educational experiences are requested for CPL, the faculty will review work and determine proficiency. After the review is complete, the faculty will notify Student Services of the decision to accept or deny credit.
- Qualified grades or credit will be recorded on the student's permanent record as CPL credit.