

EDINBORO UNIVERSITY OF PENNSYLVANIA

Policy: **ACCELERATED MEANS OF EARNING CREDITS**

Policy No. **A004**

Page 1 of 3

Supersedes Policy No. A004, Dated 5/7/90, 3/11/92, 8/31/93, 6/30/94 & 5/23/95

Recommended for Approval By: Michael J. Hannan, Ph.D., Interim Provost and Vice President for Academic Affairs

Approved By: Julie E. Wollman, Ph.D., President on January 7, 2014

Review Date: As Required

INTENT

It is the intent of this policy to authorize alternative methods of earning academic credit at Edinboro University.

POLICY

Edinboro University of Pennsylvania offers specific programs to assess student requests for undergraduate credits to reflect learning acquired in a non-traditional manner. Specifically, the University offers the following options: College-Level Examination Program (CLEP), College Entrance Examination Board - Advanced Placement (AP), Competency Examination Credit (internal), and Life Experience Credit (internal).

Only students who are pursuing a degree or certification at Edinboro University are eligible for credit by examination or evaluation. It is important that credit awards for prior learning be determined early in a student's career so that the subsequent course of instruction, planned with the academic advisor, can build around or upon them.

Applicability of credit to satisfy major and related requirements is at the discretion of the academic dean in consultation with department faculty in the student's major and/or minor. No more than 45 semester hours of credit may be earned under this policy, and no more than 30 hours may be earned under any single program listed in this policy. Prior to administration of any of the above-noted examinations or evaluations, students will be expected to pay the appropriate fees to the University.

PROCEDURES

College-Level Examination Program (CLEP)

Within certain limits, Edinboro University accepts credits toward graduation earned through CLEP. There are four accepted General Examinations: Humanities, Mathematics, Natural Sciences, and Social Sciences and History. Students scoring at or above the score recommended by the American Council on Education will be awarded credits in the appropriate achievement area.

Subject Examinations are offered in the areas of literature, foreign languages, history and social sciences, science and mathematics, and business. Each Subject Examination covers material usually taught in an undergraduate course with a similar title at most colleges and universities. Students scoring at or above the score recommended by the American Council on Education will normally be granted the number of credits equivalent to those allowed for a comparable course taught at Edinboro University. For a list of course equivalencies for approved CLEP exams, contact the Office of Adult Student Services.

If a student has taken college courses in the area(s) of achievement, duplicate credit will not be awarded. All students may take CLEP tests if eligibility requirements are met.

College Entrance Examination Board - Advanced Placement (AP)

A student who has received a score of 3, 4, or 5 on a College Entrance Examination Board (CEEB) advanced placement test can expect that credit will be granted upon submission of test scores to the Office of Undergraduate Admissions. Normally students earning scores of 3, 4, or 5 will receive a minimum of 3 semester hours credit.

Competency Examination Credit

Edinboro University students may challenge for undergraduate credit by competency examination for courses offered by the University. If students wish to challenge a course in which they are enrolled, they must do it prior to the end of the "drop" period. Students may not challenge courses for which they have previously received a grade. Students may not challenge courses for which they have received an audit. A student need not enroll in a course to challenge it.

To challenge for credit, a student must complete the request form and present it to their advisor and to the chairperson of the department offering the course being challenged. (The relevant academic dean, in consultation with the faculty, reserves the right to deny students permission to take examinations for credit.)

Courses passed by examination are credited to the student's academic record. Successfully challenged course(s) are not considered a part of the course load for full-time students during the academic year.

The examination for any challenged course will be administered to the student only one time. Should the student fail the competency exam, the record of the challenge will be filed in the student's academic file.

Prior to administration of any competency examination, students will be expected to receive all approvals and pay a fee established by the University.

Life Experience Credit

Life Experience is defined as learning experiences students have had as part of their employment or daily life which equate with learning experiences otherwise achieved as part of coursework at Edinboro University. It is the policy of Edinboro University of Pennsylvania to award credit for life experience in those cases deemed appropriate by faculty evaluation and administrative review. Life experience credit may not be used in lieu of internship credit.

Life experience credit procedures are administered by the Office of Adult Student Services. Responsibility for the award of credit rests with the dean of the school in which the student has applied for credit.

Students who are interested in exploring life experience credit should contact the Office of Adult Student Services. If appropriate, the student submits an application and prepares a detailed portfolio describing the experience for which credit is being requested.

The Office reviews the completed portfolio and sends it to the appropriate department chair. The chair directs the material to appropriate faculty for evaluation. Faculty members recommend specific credit, if any, to the dean. The dean reviews the material and the recommendations of faculty, approving or adjusting the amount of credit or courses for award, and returns the material to the Adult Student Services Office.

The Office informs the student of the life experience credit decision and ensures administrative procedures for financial and credit award transactions. If the student wishes to appeal, the Office will act as the mediator between the student and other University offices. If further evaluation is deemed advisable, there will be no further cost to the student as long as the evaluation takes place in the same subject as the original evaluation.

When the processes of evaluating, awarding of credit and fee payments are complete, the Office of Adult Student Services notifies the Office of Records and Registration of any credits to be posted to the student's transcript.

RELATED POLICIES

A002 Confidentiality and Privacy of Student Records
A028 Undergraduate Degree Completion

CONTACT INFORMATION

Adult Student Services Office (814) 732-2701
Records and Registration Office (814) 732-5555