



Division: red heading in policy library

Classification: gray heading in policy library

Department phone: XXXXXXXXXX

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TITLE	
Credit for Prior Learning	
Note on context: WOU already offers credit for prior learning (e.g., CLEP, Military Credits, Challenge Exams). Per HECC, we need a policy for all credit for prior learning that we do. This draft policy serves two purposes: It's the policy we need to cover what we already do, and it introduces some new forms of CPL that we are moving into (e.g., industry certifications, portfolio-based CPL). I suspect people will become confused by this, however.	
POLICY NUMBER	
XXX-XXX-XXX (policy council staff will assign)	
RESPONSIBLE OFFICER	UNIVERSITY CONTACT
Provost and Vice President of Academic Affairs	Associate Provost for Academic Effectiveness
SUMMARY	
WOU's Credit for Prior Learning procedures align with Higher Education Coordinating Commission-adopted standards for awarding credit for prior learning and are overseen by faculty with appropriate subject matter expertise.	
APPLICABLE TO	
All admitted students.	
DEFINITIONS	
Prior learning: Defined by Oregon House Bill 4059 (2012) as "the knowledge and skills gained through work and life experience, through military training and experience, and through formal and informal education and training from institutions of higher education in the United States and in other nations." Also referred to as experience-based (or experiential) prior learning. Credit for Prior Learning via Portfolio: Credit that is awarded for prior learning where students prepare a portfolio that provides evidence of (1) learning that occurred in non-academic settings and (2) how the learning aligns with the course learning outcomes for one or more existing WOU courses. Credit for Prior Learning via Industry Standard Certification and Licensure: Credit awarded for documented completion of certifications or state licensure requirements that have been	

identified by subject-area faculty as equivalent to course learning outcomes for one or more existing WOU courses.

Instructor of record:

Faculty with subject matter expertise who assesses a portfolio according to program standards, determines how much and for which courses credit is awarded, and conveys results to the Registrar to ensure credit is appropriately notated on student transcripts.

AUTHORITY

Oregon's Higher Education Coordinating Commission has authorized public colleges and universities to award credit for prior learning.

STATEMENT OF AUTHORITY

Rationale

WOU is a teaching and learning institution committed to student success, academic excellence, and developing alternative pathways to degree completion by honoring the diverse knowledge, skills and experiences our students bring to campus.

CPL at Western Oregon University

Credit for prior learning allows students the opportunity to obtain credit through evidence-based assessment of experience-based prior learning that occurs outside of traditional college-level coursework. Through credit for prior learning University and its faculty (1) recognize that experiences and skills acquired in diverse ways may meet course learning outcomes, and (2) provide an alternative pathway to degree completion that facilitates student persistence and retention. Per the conditions in this policy, and aligned HECC and NWCCU standards, Western Oregon University grants credit for prior learning.

Scope

All credit for prior learning awarded by WOU is subject to this policy and includes:

- Credit by Exam (e.g., CLEP)
- Industry Certifications
- Institutional Challenge Exams and other exams
- Military Credit (ACE Credit Recommendation Service)
- Prior Experiential Learning/Prior Learning Assessments (PLAs) e.g., portfolios
- Professional licensure

Responsibilities

The **Office of Academic Affairs:** (1) Develops and manages procedures related to credit for prior learning; (2) oversees the Portfolio Development course, (3) coordinates assessment and continuous improvement of the Portfolio Development course; (4) Coordinates faculty and staff professional development activities that build widespread, comprehensive knowledge about Credit for Prior Learning and its benefits for students; (5) convenes the university's cross-functional Credit for Prior Learning Work Group.

The **Student Success and Advising Office**: (1) Proactively assists students in identifying opportunities to earn credit for prior learning, and (2) refers students to the Portfolio Development course and program faculty, as appropriate.

Faculty with subject-matter expertise serve as instructors of record and review and award credit for prior learning. They (1) identify appropriate industry standard certifications and professional licensures that align with one or more existing WOU courses; and (2) develop and implement appropriate assessment procedures and assessment-related tools to review portfolios and award appropriate credit.

The **Registrar** establishes a process for ensuring credits, properly notated, and necessary supporting documentation become a part of the students' academic record. As custodian of the WOU catalogue, the Registrar also oversees the publication of information on all forms of Credit for Prior Learning at WOU.

Institutional Research Office, in concert with the Registrar, reports data on the types of CPL awarded, including the number of credits granted and the number of students who receive credit through the types of CPL offered.

Students are responsible for providing sufficient documentation to enable assessment and following university procedures related to the type of credit sought.

Tuition and Fee Structure

The tuition and fee structure for Credit for Prior Learning shall be transparent and accessible to all students, faculty, staff and stakeholders, and shall be determined annually as part of WOU's process for determining tuition and fees. Fees are based upon services performed in the process of review and award of credit, and not the amount of credit awarded.

REFERENCED OR RELATED POLICIES

RELEVANT DOCUMENTS AND LINKS

HECC [Standards](#) for Credit for Prior Learning

Oregon [House Bill 4059](#) (2012)

Council for Adult and Experiential Learning (CAEL) [Ten Standards for Assessing Learning](#)

HISTORY

APPROVAL DATE: XX/XX/XXXX

EFFECTIVE DATE: XX/XX/XXXX

LAST UPDATED: XX/XX/XXXX

HISTORICAL DETAIL NOTES:

SOURCE:
KEYWORDS
Credit for Prior Learning

Review from:

Academic Affairs council (12/15/22, upcoming meeting)

Faculty Senate (review requested)

Staff Senate (review requested)

ASWOU (review requested)