

POLICY ON CREDIT FOR PRIOR LEARNING

Undergraduate Programs

PGx and NGx

Manchester University recognizes that college level learning may be acquired both inside and outside of formal higher education. Therefore, Manchester University relies on the following policy to ensure practices consistent with academic integrity and responsive to both traditional and nontraditional learners. Such learning may be derived from prior course work at other institutions of higher education, credit by examination, industry-recognized certifications, and various life and work experiences.

Eligibility

To be eligible for credit for prior learning, the student must be enrolled at Manchester University at the time that the credit for prior learning is awarded. Prospective students are encouraged to discuss possible eligibility for credit for prior learning prior to enrollment, however, Manchester University makes no promises to prospective students regarding the acceptance of credit for prior learning until the institution has conducted an evaluation of such students' credits in accordance with this policy.

Application of Credit

Credit for prior learning shall be applied to degree or program requirements in the same manner as credits earned through the completion of the equivalent courses at Manchester University. Credit will be applied for Manchester University course equivalents when students demonstrate mastery of course objectives or may be applied as general elective credit. However, credit will be counted only once for the same course. Credits earned for prior learning may not be transferable to other institutions.

Grading

Credit awarded by prior learning assessment at Manchester University shall not receive conventional letters grades. Rather, credit awarded for prior learning will be transcribed, indicating the method of prior learning assessment as transfer credit or general credit. The transcript will not indicate an unsuccessful attempt to earn credit for prior learning.

Financial Aid

Credit awarded by prior learning assessment may affect financial aid eligibility. Students should consult the Student Financial Assistance Office to determine the impact on financial aid eligibility before conferral of prior learning credit.

Maximum Number of Credits Awarded

Manchester University's residence requirement requires students to either earn a minimum of 90 semester hours or 30 of the last 36 semester hours of credit toward the degree from Manchester University. At no time can credit for prior learning exceed 75% of a student's degree or certificate completion.

Validation Methods

Manchester University may grant credit for prior learning based upon the following:

1. Credit awarded by other accredited institutions based upon successful completion (defined as a grade of C or better for undergraduate courses and a B or better for graduate courses of credit courses from another regionally accredited institution of higher education.

A student transferring to Manchester University and seeking credit for other accredited institutions must have official transcripts sent directly to the Office of Admissions at Manchester from the registrar of each post-secondary institution previously attended. Transfer credit evaluation is completed only after all official transcripts from other institutions have been submitted to Manchester University. If only partial information is available, a tentative evaluation may be requested but cannot be considered official until all documents are received.

Students currently enrolled at Manchester University who wish to transfer credit for courses taken at other academic institutions (for example, in summer school programs) should secure approval from the Office of the Registrar before taking the course. Without prior approval, no assurance of transfer credit can be made.

Manchester University does not charge a fee for awarding this credit. However, prior institutions may charge a fee for sending transcripts to Manchester University.

2. Credit demonstrated by successfully passing national for-credit examination programs such as Advanced Placement Program (AP) of The College Board, the International Baccalaureate (IB) Program or the University Level Examination Program (CLEP).

Information about accepted examinations, required scores, and course equivalency can be obtained through the Office of the Registrar.

Manchester University does not charge a fee for awarding credit under this provision. However, there may be fees associated with AP, IB, and CLEP that are charged by those respective organizations.

3. Credit recommendations listed in the American Council on Education (ACE) Military Guide. Military service personnel, having successfully completed military service schools or training courses, may be awarded academic credit once proof of successful completion has been provided to the Office of the Registrar.

Manchester University uses as a guide the recommendations for awarding of credit from the American Council on Education (ACE). Credit will be awarded for course equivalencies if available or as elective credit.

Manchester University does not charge a fee for awarding credit under this provision.

4. Students may obtain university credit by presenting their experiential learning for evaluation in a learning portfolio. A learning portfolio is a collection of materials designed to verify learning and may include, for example, documents, work samples, descriptions of responsibilities, work product, journals, performance evaluations, evidence of self-directed learning, training activities, texts completed, and student-developed narrative.

Students interested in receiving credit for prior learning will develop the learning portfolio under the guidance of an university faculty member who will work closely with the student to provide detailed expectations regarding the content of the portfolio, as well as a timeline for completion.

Students must complete the portfolio at least one semester prior to the anticipated graduation date. A team of at least two faculty members from the university will review each portfolio using a standard rubric to evaluate whether the student has demonstrated that the course(s) learning objectives have been satisfied. The faculty recommendation shall be submitted to the respective college dean and the Vice President of Academic Affairs for a final decision. The student will receive an evaluation of the portfolio and a decision regarding the number of semester hours awarded within four weeks of its submission.

Students should contact the deans of the respective colleges at Manchester University to determine which classes/ credits are available for evaluation under this procedure.

Manchester University does charge a fee for portfolio review of \$50.00 per credit hour, which is payable prior to review of the portfolio. The fee is non-refundable.

5. Credit for institutionally prepared examinations may be awarded for a grade of B or above on departmental proficiency examinations (if available). This opportunity is limited to specific courses identified by the appropriate academic colleges. By passing a comprehensive examination with a grade of "B" or better, students can earn credit for a specific course (but no grade will be recorded). Students may obtain applications for such examinations (if available) in the respective college dean's offices.

Upon successful completion of the examination the Office of the Registrar will be notified of the result by the academic dean. A student is limited to a single attempt per course for credit by examination.

Credit by examination is not available as a vehicle for repeating a course. Attainment of a "C" or better in a course which requires a prerequisite disqualifies the student from gaining credit in the prerequisite course(s) via credit by examination.

No credit under this provision will be awarded for beginning modern language, basic mathematics, basic algebra, precalculus or applied music.

Fees to cover testing may be assessed prior to the examination when necessary. This fee cannot exceed 25% of the tuition rate for the course(s) associated with the examination and the fee is non-refundable.

6. Credit for industry-recognized credentials will be awarded for selected credentials as approved by the respective department chair and the respective college dean. Recommendations will be submitted to the Vice President of Academic Affairs for final approval.

Credit may be awarded for specific courses (if applicable) or awarded as general elective credit.

The Registrar shall maintain a list of all approved credit awarded under this provision. Once approved, the credit shall be automatically applied to future students upon request until the approval is revoked by Vice President of Academic Affairs.

Manchester University does not charge a fee for awarding credit under this provision.

7. Requests for awarding of credit for work at non-accredited educational institutions or for non-credit work at accredited educational institutions, including Manchester University, will be evaluated on an individual basis by the academic dean in consultation with the Registrar. Recommendations will be submitted to the Vice President of Academic Affairs for final approval.

Credit may be awarded for specific courses (if applicable) or awarded as general elective credit.

The Registrar shall maintain a list of all approved credit awarded under this provision. Once approved, the credit shall be automatically applied to future students upon request until the approval is revoked by Vice President of Academic Affairs.

Manchester University does not charge a fee for awarding credit under this provision.

Decisions & Appeals

The decision regarding the awarding of or not awarding credit under this policy shall be transmitted to the student within twenty-eight days of the request by the student for credit under this policy unless stated otherwise in this policy. For any assessment method offered and where awarding of credit was denied, Manchester University shall provide the student with an explanation detailing why the prior learning is not comparable with curricula or standards to award credit.

Students who wish to appeal any decision regarding credit for prior learning must file an appeal within twenty-eight days after the issuance of the decision. Appeals will be heard by the Academic Standards Committee at its next available meeting and its decision is final.