Presidential Directive 6-1983-3

EXAMINATIONS - Validation of Knowledge of Course Content

1. **General Information.** In accordance with regulations for implementing academic standards and requirements, some of the University's programs, such as Nursing and Business, need to validate a student's knowledge in a course or courses. The need to validate may exist because (1) credit is dated or (2) the course was offered at a lower level and, therefore, content could be different. There currently is no mechanism available to serve this need. To overcome this problem, the procedures set forth herein may be used by appropriate faculty in the academic departments to validate a student's knowledge of a course's content.

No credit-by-examination is allowed to any student who was previously enrolled in the challenged course or its equivalent.

2. **Administrative Procedures.** A three-part form, the "Application for Departmental Validation of Previously Earned College Credit," is attached and will be available from the Division of Registration and Records for use by the academic departments. The form will be furnished to any student whose major department requires validation of knowledge from past course work. The applicant should be instructed to furnish the needed information; date and sign the request; and submit all three copies of the form to the academic department head where the validation examination is to be administered. The department head, in consultation with the concerned instructors and academic advisers, should evaluate the request and, without unnecessary delay, inform the applicant whether the request has been accepted or rejected.

If the request is accepted, the department faculty will cause a suitable test to be prepared and arrange with the applicant for a reasonable time for testing. The test may not be administered sooner than three calendar days after the submission of the request unless the applicant specifically consents to an earlier time.

If the request is not accepted, the department head should date and sign the form; send the yellow copy of the form to the applicant at the address furnished; and send the other two copies of the form to the Division of Registration and Records for distribution.

Whenever a test is developed for departmental validation of knowledge of course content, it should be regularly updated, protected from unauthorized disclosure and uniformly administered. No fee, charge or other payment may be requested or accepted from the applicant unless fixed in advance by UW Regulation or act of the University Trustees.

The results of testing are to be promptly ascertained by the appropriate faculty members and reporting to the department had upon the three-part form signed by the evaluator. The
department head will indicate approval of the evaluation procedures by dating, signing, and forwarding all copies of the completed form to the Division of Registration and Records.

If the evaluation is satisfactory, appropriate Division of Registration and Records personnel will enter the reported date and results of credit validation on the petitioner's permanent record card and file one copy of the completed form with the student's permanent records. As soon as practicable, the yellow copy will be sent by the Records personnel to the petitioner at the address furnished on the form and the pink copy will be sent to the Dean of the college in which the applicant is enrolled or intends to enroll.

This examination is not for the purpose of offering credit in a course when a student has not been previously enrolled in the same or equivalent course. If this credit is desired, consult UW Regulations.

3. **Responsibility.** Questions concerning interpretation of this directive should be referred to the Vice President for Academic Affairs.

Approved October 20, 1983