



Standard Administrative Policy and Procedure

Subject: Assessment of Prior and Sponsored Experiential Learning

Number: UW SAP 2-208.1

I. PURPOSE

To establish the policy for the administration and use of credit by examination and other options for verifying prior learning.

II. POLICY

The University of Wyoming recognizes the fact there are great individual differences in backgrounds and preparation of students entering the University. Much learning takes place outside the classroom. Books, periodicals, newspapers, electronic media, travel, work experiences, and day-to-day conversations contribute greatly to the academic advancement of individuals. Many programs in high schools and other settings provide opportunities for proficient, ambitious students to proceed to more advanced levels of achievement. In recognition of these factors, the University has developed various options for verifying extra-institutional college-level learning. These options include:

Option 1: Credit-by-examination, such as by departmental course examinations or by standardized examinations as in section III B below.

Option 2: Military course credit (Dantes Program)

Option 3: Internships

Option 4: Portfolio Analysis

To qualify for undergraduate credit by any of the options listed above, the student must be currently registered at the University as a degree candidate. The student must also be able to demonstrate to the satisfaction of the University through scores produced or background experience has prepared him/her to attempt a challenge examination, if such an examination is sought. The decision will be based upon extant constraints such as accreditation, graduation requirements, and program requirements.

III. CREDIT-BY-EXAMINATION

A. Option 1 involves an examination of an appropriate type and content for the credit sought. Through the examination it is determined if the applicant's proficiency is

equivalent to that which could be expected upon completion of a college level course in the subject. If the applicant is found to have this level of proficiency, he/she is awarded credit for that course and allowed to proceed either with the more advanced courses or with courses in other areas.

- B.** Students showing proficiency by passing examinations such as the Advanced Placement (AP), College Level Examination Program (CLEP), American College Testing (ACT), Scholastic Aptitude Test (SAT), International Baccalaureate (IB) for example, or examinations as developed by University departments may earn college credit through the level of demonstrated proficiency. Credit is allowed on the basis of any testing procedure acceptable to the department, which may include tests as indicated above. Students may not be denied the right of examination, if a departmental exam is available, in the introductory undergraduate course in any department. "Introductory course" is interpreted as that course which is prerequisite for successive courses in the department.
- C.** Grades of S and U are given in all examinations. Credit-by-examination or for prior learning is not included in the student's grade average; however, it is included in the hours earned for graduation. The grade of S is to be the equivalent of C or better. Entry on the student's transcript for credit-by-examination is made only if a grade of S is obtained, and is so noted as a grade obtained by examination or by assessment of prior learning.
- D.** Information concerning credit-by-examination in courses can be obtained by consulting the head of the appropriate department at the University and the Registrar.
- E.** Fees for examinations offered by testing agencies other than the University of Wyoming are determined by the agency concerned.
- F.** The use of credit by examination or for prior learning in graduate programs is to be determined by the student's graduate committee.
- G.** A student may not earn credit by examination in a course if the student has completed a course in the subject matter area above the level of the course in which he/she wishes to be examined. However, at the discretion of the departments involved, during the drop-add period a student may challenge a lower level course while enrolled in a higher level course in the same subject matter area if the course challenged is a prerequisite for the course in which the student is currently enrolled.
- H.** A student may not be allowed credit by examination in a course in which the student was previously enrolled either for credit or as a visitor or auditor, except that credit by examination may be used as a means to obtain credit for courses previously taken at institutions from which credit is nontransferable. A student may not challenge equivalent courses.

IV. COURSE CREDIT

Option 2 awards credit based on college-level courses taken either in the military or in a corporate setting as defined and proscribed by American Council on Education (ACE) guidelines.

V. INTERNSHIPS

Option 3 awards credit based on performance in recognized academic courses under concurrent faculty general supervision such as internships, clerkships, clinical experience, co-op programs, etc.

VI. PORTFOLIO ANALYSIS

- A.** Option 4 awards credit based on a faculty evaluation of the kinds and extent of college-level learning which the applicant has acquired in prior extra-institutional settings based upon presentation of a portfolio of documentation. Credit so earned counts toward University graduation requirements.
- B.** The number of credit hours able to be earned by means of a portfolio evaluation shall be limited to twelve (12). Such credit, when awarded, shall be for specific University of Wyoming content-oriented courses (rather than given as X hours of credit in a general discipline area), i.e., the college course model of assessment as defined by the Council for Adult and Experiential Learning (CAEL). Portfolio assessment, when used, should normally be conducted by a committee of appropriate faculty including at least one member with the academic rank of professor.

Responsible Division/Unit: Office of the Provost and Executive Vice President for Academic Affairs

Source: UW Regulation 2-202

Links: <http://www.uwyo.edu/regs-policies>

Associated Regulations, Policies, and Forms: None

Approved: 1-26-2023