

FACULTY SENATE ISSUE FORM
Date Submitted: March 28, 2019
Title of Issue (a short descriptive title by which the issue may be referenced)
Proposed Revisions to the Institutional Credit Requirements for Graduate Degrees
Description of Issue: The Graduate School recommends minor editorial revisions to this policy and shifting its order in the Graduate Catalog's to near the head of the section on "University Requirements for Graduate Degrees & Certificates." The changes have been approved by the Graduate Administrators Council. Approval is pending with the Deans' Council.
Rational for Submission: Adding "and Certificates" to this title of this policy clarifies its reach. Changes to the body of the policy include general language cleanup and cross-referencing to other, related policies.
Name: Judy Bowman, submitted on behalf of Robert Wojtowicz
Department: Academic Affairs
Date: March 28, 2019
Signature:
For Faculty Senate Use Only
Assigned to Committee:
Date Assigned:

Prior Learning Assessment Credit Options at the Graduate Level

Old Dominion University offers Prior Learning Assessment, a program for assessing graduate-level knowledge gained through work and life experience and self-study. Students should meet with their advisors or distance learning representative to determine how Prior Learning Assessment credit affects their degree planning. A student may ordinarily earn a maximum of six semester hours at the graduate level through the following mechanisms:

1. **Knowledge-based examinations.*** Upon approval of the student's graduate program director and the appropriate chair and/or dean of the college involved, a student may take a knowledge-based examination, and with a satisfactory score, receive academic credit for the course(s).
2. **External examinations.** Upon approval of the student's graduate program director and the appropriate chair and/or dean of the college involved, a student may submit satisfactory scores of professional examinations that are evaluated and recommended for graduate-level credit by the American Council of Education, and receive academic credit for the relevant course(s).
3. **Credit for training.** Upon approval of the student's graduate program director and the appropriate chair and/or dean of the college involved, a student may submit documentation of completion of professional and/or military training that is evaluated and recommended for graduate-level credit by the American Council on Education, and receive academic credit for the relevant course(s).
4. **Portfolio development.** Upon approval of the student's graduate program director and the appropriate chair and/or dean of the college involved, a student may develop a portfolio for a graduate-level course(s) offered by Old Dominion University to earn academic credit. Portfolios are submitted to the Office of Prior Learning Assessment and assessed for credit by the appropriate department and/or college involved.

The following regulations for Prior Learning Assessment credit apply:

1. Prior Learning Assessment credit be granted upon the written recommendation of the student's graduate program director and the chair of the department/school (or designated faculty assessor) having jurisdiction over the courses involved.
2. Applicability of Prior Learning Assessment credit toward a specific degree program is subject to departmental/school approval.
3. A student may not receive credit for the same course in which any grade has been previously awarded, including W (withdrawal), F (fail), or O (audit).
4. No letter grades be entered on the student's transcript for Prior Learning Assessment credit, but that this credit be treated in the same way as transfer credit with "Pass" (P) and not be counted in the student's grade point average.
5. A student request Prior Learning Assessment credit as early as possible upon admission to degree status. A student must meet with the degree program advisor and the director at the beginning of his or her academic career at Old Dominion University to determine how the Prior Learning Assessment program may be applicable to the degree.

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6. Satisfactory scores for knowledge-based examinations and professional examinations are determined by the appropriate department/school and/or dean of the college involved.
7. Necessary documentation for academic credit for professional training is determined by the appropriate department/school and/or dean of the college involved.
8. A maximum of six semester hours of graduate credit may be earned through Prior Learning Assessment mechanisms. The six hours is included in the maximum number of graduate credits that may be transferred into a graduate program at Old Dominion University. Prior Learning Assessment credit does not count toward the University's residency requirement. The student must meet the minimum residency requirements of Old Dominion University and program requirements of the degree. The student must be aware of individual degree program requirements.
9. A student in a certificate or endorsement area may earn a maximum of six credit hours through Prior Learning Assessment credit to apply to a certificate, endorsement or teacher licensure program. Prior Learning Assessment hours gained in these programs would be applicable to approved degree programs at Old Dominion University. In an approved graduate degree program at Old Dominion University, a graduate student who has earned six credit hours in a certificate or endorsement program that is applicable to the degree program has met the maximum number of Prior Learning Assessment credit hours. No additional Prior Learning Assessment credit may be applied to that graduate degree program.
10. Prior Learning Assessment credit earned at another institution will be re-evaluated by Old Dominion University faculty to determine whether credit may be awarded at Old Dominion University.

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Procedures for Prior Learning Assessment

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Students wishing to receive academic credit for departmental examinations, training or portfolio development through Prior Learning Assessment should do the following:

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1. Contact the Prior Learning Assessment representative to discuss possible challenges. The Prior Learning Assessment representative and student will discuss guidelines on requesting approval to challenge a course(s) through the available Prior Learning Assessment options.
2. Submit an extended resume and other documentation demonstrating learning outcomes based upon prior learning to the Prior Learning Assessment representative.
3. The Prior Learning Assessment representative will submit the documentation to the department chair, or a designated faculty assessor, who will examine the request and determine eligibility to challenge the course(s). The department's decision will be forwarded to the Prior Learning Assessment representative who will then notify the student.
4. Once determination is made that the student is eligible to challenge the course(s) through Prior Learning Assessment, the student will complete and return to the Office of Prior Learning Assessment the appropriate intake request form. At this time, the student's account will be billed, and the appropriate Prior Learning Assessment fee should be paid. Specific instructions for completing the process will be available from the Office of Prior Learning Assessment.

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If the conclusion for the portfolio assessment process results in a negative decision of the award of credit, a student may appeal the decision to the college having the responsibility for the course(s) for which credit is sought. The basis for a portfolio assessment appeal is the student's charge that the assessment decision was awarded through prejudice or caprice. The burden of proof rests with the student.

Students must initiate appeals in writing within three weeks of receiving the completed portfolio evaluation form. The appeal must be written to the Prior Learning Assessment representative.

The Prior Learning Assessment representative will forward the appeal letter to the appropriate department chair. The chair will review the student's appeal. The chair will get input from the student and from the faculty assessor and may form an independent committee to review the appeal. The chair makes the decision on the validity of the appeal. If the chair concludes there is no cause for complaint, the student has the right to appeal to the dean of the college.

If the faculty assessor is the chair, the student may go directly to the dean. The dean will follow the procedures as outlined above. The decision of the dean of the college is final.

External Examinations. External examinations, including CLEP and DAN TES, are administered through the University Testing Center. Students wishing to receive academic credit for external examinations should contact the Testing Center at 757 683-3697. Additional information is available from the website at <https://www.odu.edu/academics/academic-records/score-analysis/clep-dantes>.

Prior Learning Assessment Fees*

Students participating in the Prior Learning Assessment program are responsible for assessment fees as follows:

1. **External Examination**

Students are responsible for the testing fees for external examinations such as CLEP and DAN TES, and should check with the University Testing Center at Old Dominion University for fee information. There is no additional Prior Learning Assessment fee for the granting of academic credit for external examinations.

2. **Departmental Examination**

The Prior Learning Assessment fee is equal to 30% of the current approved in-state on-campus rate for undergraduate and graduate courses.

3. **Training Evaluation**

The assessment fee for training not previously evaluated by Old Dominion University is equal to 20% of the current approved in-state on-campus rate for undergraduate and graduate courses. For information about training programs that have been evaluated by Old Dominion University (and therefore incur no additional fee), visit the Prior Learning Assessment web site at: <https://www.odu.edu/academics/academic-records/evaluation-of-credit/prior-learning>.

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4. **Portfolio**

Portfolio assessment fee equal to 50% of the current approved in-state on-campus rate for undergraduate and graduate courses.

Fees are based on the credit hours attempted and are not refundable if the student does not receive credit as a result of the evaluation. There is no appeal of the fee charge. The fees must be paid at the time the student is approved to submit a portfolio, departmental examination or training documentation for evaluation.

For more information call (757) 683-6554, visit the web site at <https://www.odu.edu/academics/academic-records/evaluation-of-credit/prior-learning> or email priorlearning@odu.edu.

* All fees are tentative and subject to final approval by the Board of Visitors and/or the president. Current Prior Learning Assessment fees are available on the website at <http://www.odu.edu/>.

Exceptions

In exceptional circumstances, an additional six semester hours of graduate credit may be awarded using Prior Learning Assessment at the request of the graduate program director and with the approvals of the chair or designee and the dean or designee of the college involved. Prior Learning Assessment fees may also be waived under established inter-institutional agreements or in exceptional circumstances at the request of the graduate program director and with the approvals of the chair or designee and the dean or designee of the college involved.

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Institutional Credit Requirements for Graduate Degrees and Graduate Certificates

A majority of the total credits for the completion of a graduate degree or graduate certificate must be earned at Old Dominion University. Some colleges, schools and departments may have additional requirements that must be fulfilled. Students interested in applying for transfer credits and/or prior learning assessment credits should refer to the Graduate Catalog policies on Prior Learning Assessment Credit Options at the Graduate Level and Graduate Credits by Transfer.