

## **Guide to Prior Learning Assessment/Alternative Credit Options at Ursuline College**

Ursuline College offers several alternative credit options that allow you to earn college credit outside of the traditional classroom setting. In keeping with Ursuline's personal approach to education, we recognize your unique learning experiences by providing you with the opportunity to receive credit for what you already know. You can earn academic credit by examination through **CLEP** and/or our **Test-Out** options. Through **Portfolio-Based Assessment**, you have the opportunity to receive credit for what you have learned through employment, volunteer service and/or personal experiences. Finally, you may be eligible to earn college credit for formal **military** and/or **workplace training** that has been evaluated by the American Council on Education (ACE).

### **Important Facts:**

- You may earn a maximum of 43 semester hours in these ways.
- You may only earn a maximum of 20 of the 43 hours through Portfolio-Based Assessment, Military and Workplace Training.
- Credits earned in any or all of these alternative ways may not be used to fulfill the residency requirement.
- Further information on all five options is available in the Advising office in the library.

### **1. CLEP Exams**

**CLEP** is a national, standardized testing program. Ursuline College accepts most of the 29 subject exams as elective credits and some can be substituted for specific Ursuline College requirements. Consult CLEP from the Alternative Credit Options page in Academic Support Services on the college website to view which CLEP exams are accepted by Ursuline College before you register for an exam.

- A minimum score of 50 is required to earn credit for an exam.
- CLEP tests are not permitted during your final semester at Ursuline.
- CLEP exams may not be taken for a class that a student has failed at Ursuline and needs to repeat.
- Each CLEP test costs \$89.00 to take with an additional testing site fee that varies by location. To post the credits earned to your transcript, an additional \$10.00 fee is charged to your account after the official score results are received by Ursuline College.
- If you don't pass the CLEP exam, you are eligible to retake that exam again in 6 months.
- You register to take a CLEP exam on the CLEP website at [College Board](#). When you register you need **Ursuline College's code: 1848** to indicate that you want your official score report sent to Ursuline College.

### **2. Department Test-outs**

As a validation of prior learning, Ursuline College also offers students the option of taking **Department Test-outs**, challenging exams based on specific catalog courses. This option is primarily intended for students who took a similar course at a non-accredited institution, or who took a class that didn't transfer in. It is also for students with substantial knowledge in a particular subject.

- All currently enrolled, degree-seeking students are eligible to test out of authorized courses.

- Students are not permitted to take a test-out during their final semester.
- Students are not permitted to register for a test out and the course simultaneously.
- A minimum grade of “C” or better (76%) on the test is required in order to earn credit. A grade of “P” (passing) is posted on the transcript and is not included in your GPA.
- If you pass, you are assessed a \$35.00 fee per credit hour (\$105 for a 3 credit-hour course).
- If your attempt is not successful, you are not permitted to re-take the exam.
- Steps:
  - Discuss test-out possibilities with your advisor for approval.
  - Contact the Testing Coordinator’s office to register for and schedule the test-out.
  - Access Study Guides, if available, on the college website.

### 3. Portfolio-Based Assessment

Through **Portfolio-Based Assessment (PBA)**, you have the opportunity to receive credit for what you have learned through employment, volunteer service and/or personal experiences. Students are eligible to register for PBA if they have successfully completed at least one semester/term at Ursuline College with a minimum cumulative GPA of 2.0.

- Credit is awarded for learning that has occurred outside the traditional classroom setting for which the student has not received previous college credit.
- Credit earned may not replace Ursuline Core requirements.
- Credit may be earned for major course requirements with department chair approval.
- Credit may be earned as general elective credit.
- You must demonstrate depth of knowledge by describing college-level learning according to the learning outcomes of the UC core or the learning objectives of a specific course.
- The learning you discuss must be measurable and verifiable.
- You will have one calendar year to complete the PBA; also it must be completed six months before you graduate.
- There is a non-refundable \$100 registration fee for the PBA. If credit is earned, the registration fee is applied to the first credit hour.
- If you receive credit for your portfolio, you are charged \$100 per credit hour.
- It is recommended that you complete the questionnaire, “Am I a Good Candidate for Portfolio-Based Assessment?” found on the college website before contacting your academic advisor to discuss this option.

### 4. Military Training

In order for a student to receive credit for **Military Training**, the student must have a JST (Joint Services Transcript) for Army, Navy, Marine Corps, and Coast Guard service, or a CCAF (Community College of the Air Force) Transcript for Air Force service that can be accessed by the college registrar. This transcript is reviewed and credits are awarded based on the American Council on Education (ACE) recommendations posted on the transcript.

- Credits cannot replace Ursuline Core requirements, but may be used as elective credits.

- If the department chair determines that a student's military training duplicates a course required in the major, s/he may approve that training to replace the course.
- All JST credits must be posted to students' permanent records before they register for their final semester of classes.
- No posting fee is required.

## 5. Workplace Training

If you work for a company that requires that you attend formal professional development workshops or training, you may be eligible to earn credit through **Workplace Training**. This option requires that your training has been previously reviewed by the American Council on Education (ACE) and that you submit a transcript from the ACE Registry of Credit Recommendations.

- Credit earned through this method will be used for elective credits only and cannot be used to replace major or Ursuline Core requirements.
- There is a \$10.00 fee per course to post the credits to the student's permanent record.
- Credits must be posted before the student registers for her/his final semester of classes.

**REMINDER:** You may only earn a maximum of 20 of the 43 hours permitted for Prior Learning Assessment/Alternative Credit Options at the college through Portfolio-Based Assessment, Military and Workplace Training