

COLLEGE OF EDUCATION AND HUMAN SERVICES POLICY ON CREDIT FOR PRIOR LEARNING

College of Education and Human Services Credit for Prior Learning Policy

The University of Wisconsin Board of Regents requires that all campuses have a policy on provision of credit for prior learning. The University of Wisconsin Oshkosh created a policy in 2007 detailing the creation of a portfolio and its presentation to representatives of each college and the department in which credit is requested.

The College of Education and Human Service (COEHS) Credit for Prior Learning Policy is consistent with the University policy. Of the maximum 24 credits the University will grant for credit for prior learning through portfolio assessment, no more than 9 credits of this total may be acquired through credit for prior learning under the COEHS policy.

Each class/experience requires its own portfolio; multiple requests cannot be contained within a single portfolio. Credit for any class or initial clinical experiences (capstone field experiences such as student teaching or advanced internship are exempted from this policy) will only be awarded if the student can verify that college level learning and/or professional performance equivalent to the stated outcomes and/or objectives of the course in which credit is being requested has occurred. No partial credit shall be awarded.

Students wishing to submit a portfolio for credit in any COEHS course must meet the following requirements:

- Only those students who have been or are currently enrolled in INTRDSCP 145, Assessment of Prior Learning, will be allowed to submit a portfolio for assessment.
- Students must be enrolled in good standing at UW Oshkosh.
- Students should be accepted to the appropriate program within the College of Education and Human Services prior to examination of the portfolio. If the course for which credit for prior learning is sought is taken prior to, or concurrent with, the semester of official admission, it will be the student's responsibility to contact the department through which that course is offered to determine the feasibility of portfolio submission.

Any portfolio submitted through the INTRDSCP 145 process to the COEHS shall contain the following:

1. A current syllabus of the COEHS course where credit is being requested
2. A detailed statement describing specific activities (e.g., employment, volunteer, life) per outcome/objective for a minimum of 85% of the outcomes and/or objectives as listed on the current syllabus.
3. In the event that the course for which credit is sought contains any COEHS embedded signature assessment necessary for demonstration of competency of a critical skill for passage of any of the tests required by the State of Wisconsin for licensure, that embedded signature assessment must be completed and submitted in the portfolio.

4. Evidence that such activities took place (i.e., a detailed letter from immediate supervisor or coordinator who can attest to the nature of the work and experience attained) must be included. In case of request for prior learning credit for a clinical experience (i.e., practicum, clinical, internship), this letter must also speak to the quality of the work performed, and the time commitment required, by the student.

The portfolio will be submitted to the office of the COEHS Associate Dean who will forward the portfolio to the appropriate COEHS department chair. Portfolios will be reviewed only during the regular academic semesters (fall and spring). Portfolios received during the time period between May 1 and August 31 will be considered during the next immediate fall semester. The department has 20 working days from receipt of the portfolio to notify the associate dean of its recommendation.

The department chair will assign a single assessor to the portfolio. The assessor will usually be selected from faculty or academic staff teaching the course for which credit is sought; the appropriate university office will train the faculty/academic staff assessor. The assessor will determine that the student has submitted all required documentation and that said documentation demonstrates 1) 85% of the course outcomes and/or objectives as having been met in a manner that indicates college-level learning and professional expertise, 2) successful completion of any required signature embedded assessments and 3) in the case of clinical experiences, sufficient quantity and demonstrated professional competency in the field has been documented. The assessor will forward that determination to the department chair.

The department chair will submit a letter to the Associate Dean indicating the departmental recommendation to award or to decline credit for prior learning. The Associate Dean will notify the student in writing within five working days of the receipt of the departmental recommendation of the outcome of the departmental review. Should a student be dissatisfied with the outcome of the review process, the student may elect to utilize the standard COEHS academic appeal process.