

Concordia University
PRIOR LEARNING FOR CREDIT
Policies for 2018-2019

1. Concordia students may earn up to 21 elective semester hour credits for properly documented college-level learning acquired outside a college classroom. Credits earned through the Prior Learning for Credit process are applicable to the student's program/course requirements only as electives. The one exception is for the two-credit core requirement in Physical Development or Human Beings and Being Human (Human Health & Performance subcategory).
2. Prior Learning for Credit is available only to degree-seeking students enrolled in the Concordia Accelerated Learning undergraduate program.
3. As these credits are not completed at Concordia through coursework, they do not contribute to the residency requirement. Credits obtained under this process count within the transfer credit maximum of 84 credits for accelerated undergraduate students. Therefore, students who have already transferred in the maximum number of credits do not qualify for this process.
4. Credits achieved through the Prior Learning for Credit process are usable only within the context of the Concordia Accelerated Learning undergraduate program and are not independently transferable to other institutions. There should be no assumption that these credits will transfer to any other school or program.
5. There is a fee for review of the petitions for Prior Learning Credit, not a fee for the credit itself. The completed prior learning for credit portfolio must be submitted with payment of \$60.00 per credit of all petitions sought, which is not refunded if credit is not given. Normally, this fee is not explicitly covered by Financial Aid. There are no refunds of fees if the credit is not needed when a student changes majors or there is a reduction in required electives for some other reason.
6. The credit for prior learning assessment model in use at Concordia is the College Course Model, which involves the student petitioning for a given number of credits using course descriptions, which match the learning. Students equate their previously acquired knowledge or skill to the learning outcomes and course description of a specific college course from a regionally accredited college or university in the United States.
 - a. The prior learning experience for which petitions are made may include knowledge gained through seminars and workshops sponsored through work or work completed at non-accredited institutions which did not transfer.
 - b. Experience used as support of learning must be post-high school, and outside the context of secondary school learning experiences. Normally, that means experience is gained after a student has attained the age of 18 years.
 - c. Students may only petition for the number of credits needed, according to an official Concordia evaluation of transfer credits and determination of program requirements. Students may not petition for more credits than they need, nor may they petition for more than 21 credits in the hope of getting "at least something."

7. The course descriptions used in the Prior Learning for Credit process
 - a. must be from regionally accredited colleges and universities in the United States;
 - b. must be part of a four-year, Bachelor Degree program (two-year associate community college, technical school or associate degree only courses may not be used);
 - c. may not overlap with the academic content of other courses accepted in transfer or taken at Concordia. Students may not petition for credit in subjects for which they had transfer credits or for credits in subjects to be completed in their Concordia major.
 - d. are limited to five credits, regardless of what a course description states. The maximum number of credits which may be awarded for a given course is five (5). This means if the course description used is for eight (8) credits, only five (5) credits will be granted through this process. The student may, however, petition for fewer credits than the course description states.
8. The prior learning for credit development process and petition can theoretically take place at any time during the completion of a degree. Students should not begin until all other transfer credit has been submitted and an official evaluation of program requirements created. If students change majors or other requirements after completing the Prior Learning for Credit process, some of the credits may not apply to their new requirements. At the latest, students must submit the Prior Learning for Credit portfolio and all related fees no less than 3-4 months prior to the anticipated graduation date to allow time for the possibility of the need for revision.
9. Petitions and their supporting documentation are evaluated by an internal committee, the Prior Learning for Credit Committee. The members of this committee possess expertise in a variety of subject areas and are qualified to review petitions assigned to them.
10. If petitions are denied by the Prior Learning for Credit Committee for inappropriate course descriptions or insufficient supporting documents and documentation, revisions are allowed to be submitted under the initial fee. However, petitions using course descriptions which overlap content that is transferred in or included in the students' program or requirements at Concordia, may not be revised under the initial fee.
11. Credits earned through prior learning assessment appear on the student's transcript in a block entitled, "Credits Awarded for Prior Learning." The implied grade given is "P" = Passing.
12. Further information is available to enrolled students in the Prior Credit for Learning Manual. This is available from advisors and on the Concordia portal.