



POLICY AND PROCEDURE

TITLE:	Award of Experiential Credit
---------------	-------------------------------------

POLICY STATEMENT:

The Board of Trustees of Goodwin University believes that students acquire University-level learning in many settings. As part of the transfer evaluation process, a student's University level learning acquired during military, work, volunteer, and other life experiences may be assessed for the possible award of University credit and then applied toward a student's degree plan.

Any currently enrolled student may be awarded experiential credit, though no more than 50% of the credits required for an associate or bachelor's degree shall be awarded for prior experiential learning. No more than 25% of the credits required for a credential of 30 credits or fewer will be awarded. Credit awards are made based off of faculty review of credit recommendations from the American Council on Education (ACE) and Charter Oak State University Connecticut Credit Assessment Program (COSC CCAP). Students may earn experiential credit through the following avenues:

- Military training/experience
- Credit by Exam
- Portfolio Review
- Licenses/Certifications
- Non-collegiate training

There may be instances where there is not an ACE or COSC CCAP credit recommendation and portfolio review is not the best option available to the student. In these cases, Program Directors or Deans may determine credit awards based on the University's evaluation and award of credit for non-collegiate learning procedures.

Credit awarded for experiential learning may not be transferable to other institutions of higher learning. Credits awarded are given the grade of EC and are not included in the calculation of the GPA. These credits count both as credits attempted and as credits earned in determining satisfactory academic progress.

PROCEDURE DETAILS:

The Registrar's Office is responsible for maintaining an accurate record of equivalencies to various non-collegiate learning experiences. Program Directors and Curriculum Coordinators are responsible for reviewing requests from the Registrar's Office and for filling out appropriate forms in order to establish any new experiential credit categories (new programs, new licenses/certifications, etc.).

If a student submits an official *Joint Service transcript (JST)*:

1. The Registrar's Office uploads the transcript to the student's record in Colleague
2. The Registrar's Office does an initial review of the military transcript, in accordance with the recommendations of the ACE, and sends it to the appropriate program directors/curriculum coordinators for review
3. Once the Registrar's Office receives responses from program directors and curriculum coordinators,

any applicable credit is added to the student's 'Transfer Registration' record in Colleague as 'EC' or Experiential Credit. The student's degree audit is updated.

If a student has a *license or certification*:

1. The Registrar's Office consults the list of approved equivalencies to determine whether the license/certification will transfer.
2. If the license/certification is on the approved list, the Registrar's Office must determine if the license/certification is current.
 - a. If it is NOT current, the student will not be awarded any experiential credit for the license/certification
 - b. If it is current, the approved equivalencies will be transferred as experiential credit (EC) and added to the student's record in Colleague. The student's plan of study is updated.
3. If the license/certification is not on the approved list, the Program Director and/or Department Chair can choose to follow the University's procedure for evaluating experiential credit to establish a credit equivalency for the future.

If a student has official score reports from *credit by exam* opportunities – College Level Examination Program® (CLEP), DANTES Subject Standardized Tests (DSST), Excelsior, University Board Advanced Placement (AP), exams, or Goodwin CBE:

1. The Registrar's Office will consult the list of approved exams and the minimum passing scores.
 - a. If the exam is approved and the student received a passing score, the credit is entered into Colleague as 'EC' and the plan of study is updated.
 - b. If the exam is approved and the student did NOT receive a passing score, no credit will be transferred.
 - c. If the exam is not approved, no credit will be transferred.
 - i. If the exam is not on the approved list, the Program Director and/or Department Chair can choose to follow the University's procedure for evaluating experiential credit to establish a credit equivalency for the future.
 - d. If the student takes Goodwin's CBE, the person in charge of the exam will contact the Registrar's Office with a list of all students who received passing scores. The Registrar's Office will enter the 'EC' credit, and will update the degree audit.

If a student has work experience or other non-collegiate learning experience:

1. The student has the option to pursue the *Portfolio*:
 - a. The Registrar's Office or Academic Advisor advises the student to contact the department in charge of Portfolio Review.
 - b. The student will sign up for the portfolio course and complete the requirements, after which, a panel will meet to determine if credit will be awarded.
 - c. Once a decision has been reached, the Registrar is notified and the student's record in Colleague and degree audit are updated with 'EC' credit.
2. The Registrar's Office will work in conjunction with Dean and/or Program Directors to determine whether the learning experience should be applied to the student's record. If the Dean or Program Director would like to add the non-collegiate experience to the approved list, the Registrar's Office will supply the appropriate form for the Dean or Program Director to fill out. The completed form will be submitted to Academic Affairs for final approval.

PUBLISH POLICY STATEMENT (CLICK ON BOX NEXT TO OPTION-SELECT ALL THAT APPLY):

☒ UNIVERSITY CATALOG

☐ STAFF HANDBOOK

☐ FACULTY HANDBOOK

☐ STUDENT HANDBOOK

DEFINITIONS:

Military Experience – service members may request transcripts from their service branch. These transcripts follow American Council on Education (ACE) credit recommendations. Each transcript details the military experience and recommends a course type and credit amount. Faculty review these recommendations and made the final award of credit.

Credit by Exam –

- National Standardized exams – students can earn credit for successfully passing a number of standardized exams through University Board CLEP® exams, AP exams, and DSST exams.
- Goodwin University Internal exams – When a standardized test is not available, the Goodwin faculty may offer a CBE test designed and administered by the University. Students must achieve a minimum score of 73% and students may only attempt each exam one time. There is an assessment fee charged by the University for CBEs; however, no charge is assessed for the credits awarded.
- Portfolio review – a student created a portfolio that documents their learning from work, volunteer, and other significant life experiences and relates the learning to specific University course outcomes. Portfolios are evaluated and a credit award is recommended by a panel of faculty. There is a portfolio development and assessment fee charged by the University; however, no charge is assessed for the credits awarded.
- Licenses/Certifications – credit awards are made based off of faculty review of the knowledge required to secure and maintain specific licensures/certifications as well as on credit recommendations from COSC CCAP.
- Non-collegiate training – any instance where students earned credits in a non-collegiate setting. The University follows all ACE and COSC CCAP recommendations. If none are available, then faculty may choose to evaluate the content of the training following the University's evaluation and award of credit for non-collegiate learning procedures.

EXCLUSIONS:

N/A

OFFICES DIRECTLY AFFECTED BY THE POLICY:

Registrar
Provost
Deans
Program Directors

HISTORY:

Revision 1 Advising Department, Assistant Dean/Registrar and Director of Curriculum June 2008

Revision 2 Transfer Coordinator November 2013

Moved into new template January 2014

Reviewed (no changes) January 2015, February 2016, December 2017, 2018, 2019

Updated with new University logo January 2020

Revised July 2025

EFFECTIVE DATE:	2008
RESPONSIBLE OFFICE	Registrar
REVIEW DATE:	Annually