



# Policy

## **University Policy AC-41.01-01/17**

**Policy Title:** Credit by Proficiency

**Originator:** Dr. George Ellenberg, Interim Provost

**Responsible Office:** Office of the Provost

### **Reason for Policy/Purpose:**

This policy pertains to University of West Florida students seeking to earn or University of West Florida faculty seeking to award credit by articulated mechanisms or by direct assessment of student learning.

### **Who Does this Govern and Who Needs to Know this Policy?**

This policy applies to all University of West Florida employees and students.

### **Definition of Terms:**

Credit by proficiency – credit awarded by an academic department in lieu of measuring student learning in clock hours (for example by departmental examination).

### **Policy Statement:**

#### **I. Credit by Proficiency:**

UWF students may earn credit by proficiency by requesting permission from the department chair to take an examination or other means of credit by proficiency for course credit. A maximum of thirty (30) semester hours of credit by proficiency may be applied to an undergraduate degree at UWF. Academic departments determine if a specific course and student is eligible for proficiency credit.

- A. Academic departments are responsible for ensuring that students who earn credit by proficiency attain the same student learning outcomes (SLO) for the course as their counterparts in the course who earn traditional credit.
- B. The department chair will submit the successfully completed and approved credit by proficiency to the Office of the Registrar. The Registrar will record credit earned by proficiency on the student's transcript as Credit by Proficiency. All of UWF's grading system and policies will be applied.
- C. At the request of a department and with the approval of the college dean, a graduate student may be permitted to earn six (6) semester hours or two (2) courses (whichever is

greater in credit) of graduate-level credit by proficiency. Undergraduate students are not eligible to request graduate-level credit by proficiency.

- D. Students may attempt to earn credit by proficiency in a specific course only once, regardless of whether they pass or fail the proficiency. Students who have earned a letter grade A-F in a course may not challenge the course by requesting credit by proficiency under the university's grade forgiveness policy. A student who previously attempted a course or is currently enrolled in a course may not use the credit by proficiency option for that course.
- E. Academic departments are responsible for including an evaluation of credit earned by proficiency in its annual reporting of assessment.

**II. Faculty wishing to implement competency based educational programs:**

The University of West Florida conforms to commonly accepted practices in higher education. To ensure high-quality educational standards and to comply with state and regional accreditation standards, faculty wishing to develop courses and programs using non-traditional methods to award credit should consult with the Office of the Provost prior to implementation.

**Procedures:**

The Office of the University Registrar has established procedures for students earning credit by proficiency.

**Change Justification:**

This is a new policy.

**Authority and Related Documents:**

Florida Board of Governors Regulation 6.004 Admission of Undergraduate, Degree-Seeking Transfer Student; University of West Florida Regulation 3.033 Transfer of Credit; and Section 1007.27, Florida Statutes. Southern Association of Colleges and Schools Commission on Colleges "Direct Assessment Competency-Based Educational Programs Policy" SACSCOC Federal Requirement 4.9 Definition of Credit Hours, SACSCOC Core Requirement 2.7.1, SACSCOC Comprehensive Standard 3.4.4.

**APPROVED:** Dr. Martha D. Saunders, President

**Date:** 1/20/17

**History:**

Adopted January 2017.