CREDIT FOR PRIOR LEARNING

Policy Statement
This policy is to ensure Manhattanville College operates in accordance with the guidance of the Middle States Commission on Higher Education (MSCHE). MSCHE seeks to ensure that institutions are responsible for consistency, fairness, and transparency in the evaluation and acceptance of credit earned at another institution or credits awarded through the assessment of experiential learning, prior non-academic learning, competency-based education, direct assessment, and other alternative learning approaches. The Commission shall provide flexibility to institutions to determine its own policy and procedures with regard to transfer of credit, so long as they fairly review and evaluate validated learning from a variety of institutional settings and/or appropriately recognize other forms of prior learning outside the classroom.

In accordance with 34 CFR § 668.43(a)(11), the institution will have a transfer of credit policy which includes, at a minimum:

1. Any established criteria the institution uses regarding the transfer of credit earned at another institution and any types of institutions or sources from which the institution will not accept credits;
2. A list of institutions with which the institution has established an articulation agreement; and
3. Written criteria used to evaluate and award credit for prior learning experience including, but not limited to, service in the armed forces, paid or unpaid employment, or other demonstrated competency or learning;

The institution will not base the acceptance of credit solely on the accreditor or accreditation status of the sending institution or mode of delivery but will consider course equivalencies,
including expected learning outcomes, with those of the receiving institution’s curricula and standards.¹

Policy Background and Rationale
Recognition that learning occurs beyond the classroom and can be measured in ways different from the credit hour is essential for supporting increased education attainment, especially among adult nontraditional students. An institution that provides credit for prior learning is both meeting continuous and changing learning demands of today’s knowledge-driven economy as well as supporting national efforts to raise the education levels of average American citizens². Credit for prior learning can help decrease remediation and reduce time until graduation by eliminating duplication of learners’ educational efforts, saving students an average of between 2.5 and 14 months in time toward earning their degrees³,⁴. A 2020 study found that credential completion was 22 percentage points higher for adult students who were able to get credit for prior learning compared to those who were not⁵. Manhattanville already awards credit for prior learning through the use of standardized exams such as AP, IB, and CLEP examinations. This policy seeks to expand our understanding of transfer credit and provide guidance for the evaluation and awarding of credit to college-level knowledge and skills an individual has gained outside of the classroom or from non-college instructional programs, thus recognizing and legitimizing the often significant learning in which adults have engaged in many parts of their lives. This policy brings us in line with best practices established by organizations such as the Higher Learning Commission, The Council for Adult and Experiential Learning, and the American Council on Education.

This policy is a supplement to Manhattanville’s Transfer of Credit policies. The transfer of credit refers to the transfer of standard course credits completed at a nationally or regionally accredited institution of higher education. The current policy provides guidance on additional forms of learning and methods for assessment of that learning in order to assign credit for college-level work. College-level work is credit earned post-high school, or earned via enrollment at a post-secondary education while attending high school. It will contain certain academic content and rigor, as identified by the institution.

¹ https://msche.app.box.com/s/ecbtzi6zio7qrsnslte4ibbj5ybbv32d
³ https://www.ncsl.org/research/education/credit-for-prior-learning.aspx
Entities Affected by the Policy
This Policy applies to all enrolled and admitted students.

Policy Procedures
In recognition of the need to evaluate learning acquired from other sources such as, but not limited to non-degree granting organizations, university and college-based continuing education programs, as well as professional and military training programs, Manhattanville College will adopt the following guidelines:

METHODS FOR EARNING CREDIT FOR PRIOR LEARNING
Manhattanville College will assess and award credit for prior learning by reviewing and validating the learning on an individual basis using the recognized or approved tools and methods below:

I. CREDIT BY STANDARDIZED EXAMINATION
Credit by Examination allows a student to receive college credit for prior learning by demonstrating mastery of course outcomes—skills and knowledge—by taking the course exam(s). Some exams may require performance of a skill set, while other exams may be written tests covering course content. Examples include Advanced Placement (AP) exams, College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST), Excelsior College Exams, International Baccalaureate (IB) Diploma Programme, the nationally recognized DSST Credit-by-Exam Program (DSST), and the Defense Language Proficiency Tests (DLPT). Subject experts within the appropriate program have or will establish what is a successful passing score. Credits earned through Credit by Standardized Examination are not resident credits and may not be used to satisfy resident credit requirements for graduation nor do the credits count toward financial aid calculations.

Advanced Placement (AP)
College credit will be awarded to incoming students based on their AP Coursework and AP Examination completed while in High School. Credit is awarded in all subjects for Exam scores of 4 and 5; for a complete listing of how AP credits transfer toward your Manhattanville degree, view the AP Subject List. Credits earned from AP exams completed in high school are not counted toward the 30-credit exemption from the First Year Program requirement. See the College Catalog for details.

British General Certificates
Six semester hours of credit (for a maximum of 28 credits) for each Advanced ("A") level examination of the British General Certificate of Education for which the student received a grade of C or better.

**International Baccalaureate (IB)**
College credit will be awarded to incoming students based on their IB Coursework. Credit is awarded for courses completed at the Higher Level with scores of 5, 6, and 7; a maximum of 18 IB credits may be awarded.

**College Level Examination Program (CLEP)**
College credit will be awarded to incoming students based on the CLEP Exam results. Credit is awarded in accordance with the American Council on Education (ACE) recommended guidelines. The College will accept 6 CLEP credits, but the Deans of the various schools may consider individual waivers of up to 12 credits. Students must obtain permission from their academic deans to take CLEPs after matriculation.

### II. CREDIT BY CREDENTIAL

Students may hold a professional license or certification that is relevant to the program of study they are interested in pursuing at Manhattanville. In cases where the learning outcomes of a current credential align with the learning outcomes of a course or courses, a student may receive credit for the credential.

Credit may be given for documented and validated industry-recognized credentials, such as professional licenses and certifications. These credentials will be reviewed by program chair/director or affiliated faculty within the appropriate programs to determine the amount of credit to be awarded toward the degree. The College will also review licenses, certifications, and training that have been evaluated by the American Council on Education (ACE) or by the National College Credit Recommendation Service (NCCRS). Admitted students must submit a copy of their professional license or certification for CPL consideration. Credits earned through Credit by Credential are not resident credits and may not be used to satisfy resident credit requirements for graduation nor do the credits count toward financial aid calculations.

### III. CREDIT FOR EXPERIENCE

The College will consider eligibility for students to receive academic credit for non-credit learning experiences. These experiences may include Continuing Education courses and programs, military education and training, and certain apprenticeship programs. Typically,
credit for experience would be assessed through individualized assessments such as portfolios, exams, demonstrations, oral interviews, or a combination of methods. Program chair/director or affiliated faculty will determine the appropriate method for assessment of prior learning. Students must have completed 15 classroom credits at Manhattanville to be eligible for Credit for Experience assessment, but may not enroll after earning a total of 92 credits. A maximum of 15 credits may be granted via this method of prior learning assessment. Credit for Experience is only be available to enrolled students and requires permission of the appropriate dean's office.

**Military Credits**

Manhattanville College will award credit for military education based on the guidelines presented by the American Council on Education (ACE). Students must present a military transcript – AARTS (Army), SMART (Navy and Marine) and CCAF (Air Force) – and credits will be awarded by the Registrar’s Office. Military coursework may be equated to equivalent Manhattanville courses, but in most cases students will be awarded general, non-liberal arts credit which can be applied to their 120-credit graduation requirement. Students should consult the appropriate division chair, should they wish to apply military credits toward major and/or minor requirements.

**Responsibilities**

*Admitted or enrolled students:* In order to be considered for Credit for Prior Learning according to the categories above, admitted students must provide the Program Director of the intended program with the necessary documentation regarding their prior learning experiences and be clear in their intent to seek credit for that prior learning in order to complete the assessment of prior learning.

*Institution:* Program chair/director or affiliated faculty will review the submitted evidence and follow the above procedures in a timely manner in order to provide admitted students with information with regard to Credit for Prior Learning. The results of the review will be relayed to the Registrar’s Office.

**Interpreting Authority**

The Provost’s Office is responsible for developing processes and procedures to ensure compliance with this policy in the College’s various Schools and administrative units. The Provost’s Office will communicate policy changes to School deans and administrative officers. Administrative procedures that support this policy will be reviewed by the Provost’s Office to ensure that any changes continue to ensure compliance. Any changes to the policy must be reviewed and approved by the Academic Policy Committee.
Statutory or Regulatory References
34 CFR § 668.43(a)(11)

Policy Adoption Review and Approval
Introduced: April 13, 2022
Approved: May 4, 2022