Credit for Prior Learning or Work Experience Policy

A student may request credit toward a graduate degree for prior learning or work experience. The amount of credit awarded from prior learning and work experiences cannot exceed 25% of the total semester hours required for the degree and counts towards the 25% transfer limit.

Eligibility

- The student must be enrolled in a graduate degree program.
- The prior learning or work experience must be reflected in the enrolled graduate program's curriculum.
- The prior learning or work experience must align with and exceed the learning outcomes of the course for which the credit will be applied.
- The student must request a prior learning or work experience assessment through the Graduate School.

Assessment

- The program faculty must evaluate the prior learning or work experience to determine the amount and applicability of credit. Examples of submissions for evaluation include, but are not limited to, a portfolio, comprehensive exam, or oral defense.
  - In the event a certification is being used for prior learning, the faculty may use the certificate as the assessment and may require additional documentation.
- The program faculty determine how many, if any, credits will be awarded and how, or if, those credits will apply to the program.
- Content taken through University of West Georgia's Continuing Education may qualify for Prior Learning Assessment.
- Satisfactory/Unsatisfactory grading will be used for prior learning or work experience.

Restrictions

- Credit from prior learning or work experience will not be awarded for any course a student previously attempted or completed at UWG as a regular or an audit student.
- Credit cannot equate more than the course being replaced. (e.g. 3 hours to 3 hours)

Appeal

- A student may appeal the outcome of the assessment to the Graduate School Dean.

REQUEST FOR GRADUATE PRIOR LEARNING OR WORK EXPERIENCE CREDIT

Part 1 – To be completed by the student (An official transcript must be on file in the Graduate School.)

Student Information **(Enter all information for each course requested)**

Student ID: _____ (917#)   Date: _____

Name: _____
        (Last)   (First)   (MI)

Phone Number: _____   MyUWG E-Mail: _____

Major: _____   Concentration: _____ *(if applicable)*

Degree: ☐ MA ☐ MAT ☐ MS ☐ MSN ☐ MBA ☐ MPAcc ☐ MMUS

☐ MPA ☐ MED ☐ EdS ☐ EdD ☐ PhD

Part 2 – To be completed by the student and the Advisor

Courses to be replaced with Prior Learning or Work Experience

Term	Course Prefix	Course Number	Course Title	Hours

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☐ **I affirm that the transfer credits on this form meet the stipulations listed above. Program Director Initials_____Date_____**

Part 3 – To be completed by the Faculty Reviewer

Assessment

Date of Assessment:_____

Please provide a description of the assessment that occurred for the above courses. The assessment can include a portfolio, oral defense, or written examination.

Part 4 – To be completed by the department (Must have __ALL__ Signatures before submitting to the Graduate School)

College Approval Signatures

Faculty Reviewer (Print Name)	Faculty Reviewer (Signature)	Date
Graduate Program Director (Print Name)	Graduate Program Director (Signature)	Date
Department Chair (Name)	Department Chair (Signature)	Date
College Dean (Name)	College Dean (Signature)	Date

Graduate School Dean Approval Signature

Dean of Graduate School (Print Name)	Dean of Graduate School (Signature)	Date

❖ The Graduate School will forward to the Registrar's Office to award credit.