

WALSH UNIVERSITY

PRIOR LEARNING ASSESSMENT GUIDE



TABLE OF CONTENTS

WALSH UNIVERSITY PRIOR LEARNING ASSESSMENT (PLA)	1
OHIO HIGHER EDUCATION CREDIT FOR PRIOR LEARNING	2
PRIOR LEARNING ASSESSMENT OVERVIEW	2
PROCESS AND PROCEDURES FOR PRIOR LEARNING ASSESSMENT	3
STANDARD PROFICIENCY EXAMS	3
Guide for Accepting CLEP and DSST Exams	4
INDIVIDUALIZED STUDENT PORTFOLIOS	
Portfolio Submission Guidelines	5
Ohio Portfolio Rubric.....	6
Guidelines for PE Prior Learning/Portfolio Essay.....	7
EXAMINATION OF MILITARY EXPERIENCE.....	7
CORPORATE TRAINING, PROFESSIONAL CERTIFICATION, OR LICENSE	
Professional Certification or License or Corporate Training	8–9
Guide to Portfolio Credits for Licensure/Certification	10–11
PETITION FORMS	
Academic Credit for Prior Learning/Portfolio	12
Petition for Physical Education 100 Course Credit	13
American Council on Education (ACE) Recommendation Form	14
Petition for Corporate Training Course Credit	15

Walsh University Prior Learning Assessment (PLA)

Walsh University awards credit for life experience through a formal assessment process and provides students alternative methods to earning credit by examination through the following methods:

1. **Standard Proficiency Exams: CLEP and DSST (DANTES)**–Walsh University serves a testing site to administer and accept test results for CLEP and DSST testing. Additionally, the University is a fully funded test center to support military service members.
2. **Individualized Student Portfolios (ISP)**–Individualized Student Portfolios consist of an organized collection of written statements and artifacts that reflects the depth and breadth of college-level learning relative to learning outcomes that connect to the academic area where credit is sought.
3. **Examination of Military Experience**–Appropriate military documents will be reviewed for training that is recognized by a regional accrediting body or the American Council of Education (ACE).
4. **Corporate Training, Professional Certification, or License**–Evidence of prior training, certification, or license obtained that is already acknowledged by ACE will be reviewed for credit. This review may have a direct course equivalency established or require a combination of certification and portfolio submission to determine equivalency.

Walsh University follows the Higher Learning Commission Assumed Practices policy on allowable credit for prior learning, as outlined in the outlined in the [HLC Policy Book \(hlcommission.org\)](http://hlcommission.org). The University's process to obtain credit for prior learning is available for traditional and non-traditional students. **Students may earn up to 45 hours of approved prior learning credits towards their degree.**

Note: The preparation of **life learning/portfolio/military/physical education/corporate training, professional certification, and license** documentation does not guarantee automatic awarding of credits. The last 27 credit hours prior to graduation must be taken at Walsh University and 15 semester hours are required within the major. All prior **assessments/life learning/portfolio/military/physical education/corporate training, professional certification, and license** tests, and portfolio reviews must be completed before the last 27 credit hours of required coursework. Lastly, any awarded prior learning credit at Walsh University does not guarantee a direct transfer to another institution.

Walsh University will review prior learning assessment opportunities with each student as part of their initial enrollment process. After an admissions application is received and transcript(s) have been requested, the student will be sent the PLA self-assessment. An Enrollment Manager will review a preliminary degree audit, academic completion plan, a PLA assessment, and discuss the noted alternatives available through prior learning for college credit.

Walsh University maintains active membership with the *Council for Adult and Experiential Learning (CAEL)* who is committed to working with regionally accredited institutions to preserve high quality in the prior learning assessment review process and instill best practices for awarding credit.

For more information, please contact: Office of Degree Completion & Graduate Enrollment Office at 330.490.7238 or degreecompletion@walsh.edu (office is in the David Campus Center- Lower Level).

Ohio Higher Education Credit for Prior Learning

“Credits earned through CPL are connected to learning outcomes, not measures of seat time. CPL does not award credit for “life experience.” Rather, it awards credit for college-level learning (knowledge, skills, and competencies) that students have obtained as a result of their prior learning experiences. CPL includes a number of methods of evaluation. Examples of CPL methods are: (Source: <https://highered.ohio.gov/initiatives/access-acceleration/credit-for-prior-learning/credit-for-prior-learning>)

1. College-Level Examination Program (CLEP)
2. DANTES Subject Standardized Tests (DSST)
3. Advanced Placement Examination Program (AP)
4. International Baccalaureate Programs (IB)
5. Customized exams created and administered by individual colleges and universities “

Students may also seek Credit by Portfolio and Evaluation of Non-credit Instruction for prior learning credits.

The Department of Higher Education website contains details about Prior Learning Assessment with a Purpose, which Walsh University subscribes. (Source: https://highered.ohio.gov/static/files/uploads/PLA/PLA-with-a-Purpose_Report_FINAL_041614_0.pdf) Walsh University aims to 1) develop and advance best practices for the assessment of prior learning and the purposeful application of prior learning credit to degrees and certificates; 2) utilize the web portal Ohio Means Success as a base, create a resource for adults to learn about prior learning assessment and its use as a way to save money and enhance completion opportunities; and 3) create data elements that allow for strong tracking and analysis of PLA use.

Prior Learning Assessment (PLA) for Academic Credit – Overview

1. All enrollment paperwork must be submitted and full acceptance is complete before the review of PLA documents will be reviewed.
2. Once acceptance is granted, the student can submit for review of prior learning -- any/all documentation such as licenses, certificates, letters of recommendation (pertaining to the certificates) on company letterhead, etc. Specialized certificates must be separated by relatedness for each petition for review.
3. Submit all documentation to the Degree Completion & Graduate Enrollment office via e-mail at degreecompletion@walsh.edu or in-person in David Campus Center, and allow at two-weeks for processing.

Prior Learning Assessment (PLA) for Academic Credit – Overview

1. No documentation can be reviewed until the student has submitted all admission paperwork and is officially/fully admitted.
2. Gather all documentation pertaining to prior learning, such as licenses, certificates, letters of recommendation (pertaining to the certificates), letters on company letterhead, etc. Certificates must be separated by relatedness for each petition.

3. Submit all documentation to the Office of Degree Completion & Graduate Enrollment (David Center – lower level) or Walsh University Office of Degree Completion & Graduate Enrollment, 2020 E Maple St, North Canton, Ohio 44720 or degreecompletion@walsh.edu
4. Please allow at least 2 weeks for a response from the prior learning assessor.

Helpful Guidelines in the PLA Experience:

1. Credit awarded through the prior learning essay option is based on depth and breadth of college-level learning shown on the extent of the experience.
2. Sources of Prior Learning can include the following: work experience, licenses, certificates, credentials, some CEU's, seminars and in-service training, volunteer work, independent research, recreational activities.
3. To determine whether an experience can be assessed for college-level learning, students should move through the following questions as preparation for the essay:
 - a). What is the nature of my Experience? What did I do and how? When, where and for how long did the experience last? What were the relevant accomplishments?
 - b). What observations did I make about this experience? What happened? Why do I think it happened?
 - c). What were the reactions of others? Was the result positive or negative? Based on my reflections, how was I affected?
 - d). What principles and generalizations did I understand from this experience? What did I understand from what I learned?
 - e). How have I tested and applied what I learned in new situations? Does learning apply to other environments, people, etc.? Has the experience resulted in growth or change of behavior?

PROCESS AND PROCEDURES FOR PRIOR LEARNING ASSESSMENTS

Standard Proficiency Exams

College level examination program (CLEP): <https://clep.collegeboard.org/exams>

Credit-granting exams available through The College Board. CLEP tests provide web-based proficiency exams allowing students of any age to show mastery of material in a college-level course. *The cost per exam is \$90.* Study guides are available for purchase on The College Board website or students can check with the Degree Completion & Graduate Enrollment office to see whether the study guide is available for renting.

All testing must be completed prior to the last 27 credits of degree completion. Students should consult with their academic advisor or enrollment manager prior to registering for a CLEP exam to ensure the test fits into their degree plan.

College level examination program (CLEP) registration and scheduling is simple. Utilize the "My Account", which is a self-serve feature that enables students to create and manage their own personal accounts, register/prepay for CLEP exams (\$90.00) and purchase study materials all in one place.

All students must register and pay their exam via My Account at:
<https://cleportal.collegeboard.org/myaccount>

Once a student registers and pays the exam via My Account, he or she will be able to review/print the CLEP Exam Registration Ticket. In addition, the student will also receive an automated email confirming the registration and notification to print the registration ticket. A CLEP registration is valid for six months. An expiration date is printed on the ticket. Students should contact the Degree Completion and Graduate Enrollment Office to schedule their test date and time at 330.490.7238 or 330.490.7292. There is a \$25.00 administrative fee payable to Walsh University on the day of the test.

DANTES Subject Standardized Tests (DSST): <https://getcollegecredit.com/>

The DSST test is an alternative method to obtain college-credit through a standardized subject test. The cost of DSST tests is \$85.00. The DSST offers free online study materials, and study guides are also available for rent in the Degree Completion & Graduate Enrollment office.

All testing must be completed prior to the last 27 credits of degree completion. Students should consult with their academic advisor or enrollment manager prior to registering for a DSST exam to ensure the test fits into their degree plan.

DANTES, a division of the Department of Defense, continues to support Military students by offering eligible military members and eligible military spouses free funding DSST tests. DANTES will pay for the first attempt of a test of an eligible military student or spouse. Eligibility for military students, as well as a funding guide for what is covered, is up-to-dated on The College Board site:

<https://getcollegecredit.com/assets/pdf/DSST-Funding-Guide.pdf>

To register for a DSST test, students will create an account under *Test Taker Login* at https://getcollegecredit.com/test_takers. Walsh University will provide students with the test center code and institutional score report recipient which are required to create an account. Registration and payment will be completed at Walsh University on the day of the test.

Walsh University Guide for Accepting CLEP and DSST Exams

Dept	#	Walsh Title	Hours	Test	Passing Score	Test Title	Test Cost	Study Guide	Copies of SG	Admin Fee
ART	101	The History of Art	3	DSST	400	Art of the Western World	\$85	free online**	2	\$25
BIO	101 & 102	Principles of Biology I and II	6	CLEP	50	Biology	\$90	\$10-\$24.99**	3	\$25
BUS	elective	Business Elective	3	CLEP	50	Financial Accounting	\$90	\$10-\$24.99**	4	\$25
BUS	362	Global Information Systems	3	CLEP	50	Information Systems	\$90	\$10-\$24.99**	3	\$25
BUS	elective	Business Elective	3	DSST	400	Introduction to Business	\$85	free online**	3	\$25
BUS	elective	Business Elective	3	DSST	400	Personal Finance	\$85	free online**	4	\$25
BUS	elective	Business Elective	3	CLEP	50	Principles of Management	\$90	\$10-\$24.99**	1	\$25
BUS	elective	Business Elective	3	DSST	400	Principles of Supervision	\$85	free online**	5	\$25
BUS	112	Business Ethics in a Global Environment	3	DSST	400	Business Ethics and Society	\$85	free online**	5	\$25
BUS	318	Human Resource Foundation	3	DSST	400	Human Resource Management	\$85	free online**	3	\$25
BUS	231	Legal, Social, Global Environment	3	CLEP	50	Introductory Business Law	\$90	\$10-\$24.99**	3	\$25
BUS	360	Mgmt in a Global Environment	3	DSST	400	Organizational Behavior	\$85	free online**	2	\$25
BUS	363	Corp. Fin Mgmt in a Global Environment I	3	DSST	400	Principles of Finance	\$85	free online**	3	\$25
BUS	233	Marketing in a Global Environment	3	CLEP	50	Principles of Marketing	\$90	\$10-\$24.99**	7	\$25
BUS	232	Information Analysis	3	DSST	400	Principles of Statistics	\$85	free online	0	\$25
CHM	101 & 102	Principles of Chemistry I and II	6	CLEP	50	Chemistry	\$90	\$10-\$24.99**	3	\$25
CS	elective	Computer Science Elective	3	DSST	400	Computing and Information Technology	\$85	free online	0	\$25
CS	114	Introduction to Cybersecurity	3	DSST	400	Fundamentals of Cybersecurity	\$85	free online	2	\$25
ECON	312	Money and Banking	3	DSST	400	Money and Banking	\$85	free online**	4	\$25
ECON	203	Global Microeconomics	3	CLEP	50	Principles of Microeconomics	\$90	\$10-\$24.99**	5	\$25
ECON	204	Global Macroeconomics	3	CLEP	50	Principles of Macroeconomics	\$90	\$10-\$24.99**	6	\$25
EDU	264	Educational Psychology	3	CLEP	50	Intro to Educational Psychology	\$90	\$10-\$24.99	0	\$25
ENG	101	College Composition	3	CLEP	50	College Composition	\$90	\$10-\$24.99	0	\$25
ENG	211	Speech	3	DSST	400	Principles of Public Speaking	\$85	free online	2	\$25
ENG	344	Technical Writing	3	DSST	400	Technical Writing	\$85	free online	2	\$25
FREN	101 & 102	Elementary French I and II	6	CLEP	50	French, Level I	\$90	\$10-\$24.99	0	\$25
GERM	101 & 102	Elementary German I and II	6	CLEP	50	German, Level I	\$90	\$10-\$24.99	0	\$25
GFA	103	American Government	3	CLEP	50	American Government	\$90	\$10-\$24.99**	4	\$25
HIST	103	History of the U.S. to 1877	3	CLEP	50	History of U.S. I: Early Colonization to 1877	\$90	\$10-\$24.99**	5	\$25
HIST	104	History of the U.S. Since 1877	3	CLEP	50	History of U.S. II: 1865-present	\$90	\$10-\$24.99**	3	\$25
HIST	101	World Civilization to 1500	3	CLEP	50	Western Civ I	\$90	\$10-\$24.99**	4	\$25
HIST	102	World Civilization 1500 to present	3	CLEP	50	Western Civ II	\$90	\$10-\$24.99**	2	\$25
MTH	104	Algebra I	3	CLEP	50	College Algebra	\$90	\$10-\$24.99	1	\$25
MTH	104	Algebra II	3	DSST	400	Fundamentals of College Algebra	\$85	free online	0	\$25
MTH	155	Elementary Functions	3	CLEP	50	Pre-Calculus	\$90	\$10-\$24.99**	2	\$25
NS	103	Environmental Science	3	DSST	400	Environmental Science	\$85	free online	0	\$25
NS	101	Science and Contemporary Health Issues	3	DSST	400	Health and Human Development	\$85	free online	0	\$25
NS	Elective	*for nonscience majors T1 requirement	3	CLEP	50	Natural Science	\$85	\$10-\$24.99	0	\$25
PSYCH	210	Human Development Across the Lifespan	3	CLEP	50	Human Growth & Development	\$90	\$10-\$24.99**	14	\$25
PSYCH	120	Principles of Psychology	3	CLEP	50	Introductory Psychology	\$90	\$10-\$24.99**	3	\$25
PSYCH	210	Human Development Across the Lifespan	3	DSST	400	Lifespan Developmental Psychology	\$85	free online	2	\$25
SOC	212	Criminal Justice	3	DSST	400	Criminal Justice	\$85	free online**	3	\$25
SOC	202	Cultural Anthropology	3	DSST	400	General Anthropology	\$85	free online**	3	\$25
SOC	101	Sociology	3	CLEP	50	Introductory Sociology	\$90	\$10-\$24.99**	10	\$25
SPAN	101 & 102	Elementary Spanish I and II	6	CLEP	50	Spanish, Level I	\$90	\$10-\$24.99**	5	\$25
THEO	105	Comparative Religions	3	DSST	400	Intro to World Religion	\$85	free online**	3	\$25

**Study Guide available to rent (free of charge) through School for Professional Studies
 All testing must be completed prior to the last 32 credits of degree completion. A total of 45 credits are permitted for test out and other PLA Options.
 Always consult with your Academic Advisor to be sure the test you are considering fits into your degree plan.

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Individualized Student Portfolios

Walsh University offers a formal assessment process for a student to have the opportunity to demonstrate existing knowledge that would be equivalent to outcomes met in a college course. The individual student portfolio process is monitored by a credentialed enrollment manager and may be assessed by either the credentialed enrollment manager and/or an academic division representative, such as a division chair or school dean, in the assessment process. The school dean or division chair may appoint a designated faculty within the academic area to review information, as needed.

Walsh University's portfolio assessors will work with students to identify opportunities for prior learning and guide them through the framework on how the portfolio should be organized. The portfolio assessors will also provide the student with the corresponding class syllabi prior to the portfolio development. The student will identify matching learning outcomes for the course in which the portfolio submission seeks credit.

The following information should be organized in the portfolio submission:

1. Petition for Academic Credit for Prior Learning/Portfolio Form
2. Table of Contents
3. Course Description and Syllabus
4. Essay – learning outcomes pertaining to the academic field for each of the topics covered in the actual course.
5. Relevant documentation (letters, licenses, certifications)
6. Petition for Academic Credit Form
7. Ohio's Rubric for Portfolio Assessment

Any questions or additional information may be obtained from the Degree Completion & Graduate Enrollment Office, 330.490.7238; David Center (Lower Level); degreecompletion@walsh.edu

PORTFOLIO SUBMISSION GUIDELINES

1. Complete and submit a the 'Petition for Academic Credit for Prior Learning/Portfolio' form. Be sure to indicate the specific course that you are petitioning for credit. Please also include home and cellular phone numbers in case the assessor needs to contact you.
2. If you request credit for a course previously taken, that is not transferable, please obtain a copy of the course description and course syllabus. The syllabus must include the course objectives, a description of the topics covered, student learning outcomes and/or licenses or certificates obtained after completion of the course. This guideline does not apply to courses taken at a non-accredited school.
3. Submit a written paper for each course petitioned for academic credit. The essay(s) should describe learning outcomes pertaining to the academic field for each of the topics covered in the actual course. You may use the current Walsh syllabus, as a *reference only*, to review the learning outcomes.

This essay must be comprised of at least 7–10 pages of concise documentation for each petitioned three-credit course, created using an APA format, Calibri 12-point font, and double spaced. This is a professional submission, organized, and presented in a 1"–2" black or white binder with clearly labeled identification of the different course topics.

The first page in the binder should read the 'Petition for Academic Credit for Prior Learning/Portfolio' followed by a table of contents, syllabi, and paper. When learning outcomes

are of a current nature, as would be for employment related coursework, please submit a second-party letter of verification from the employer. In addition, any letters from employers/supervisors supporting the learning may be included, as well as certificates, licenses, etc.

- Complete the 'Petition for Academic Credit' form and copy of Ohio Rubric for Portfolio-based Assessment. Forward with the completed paperwork and portfolio binder the Office of Degree Completion & Graduate Enrollment (Attn: Senior Academic Advisor).
- The portfolio assessor, including an academic division representative, if needed, will review the content. Note: the assessor will send notification of any need for additional addendums related to the course. Upon completion of the review process, the approved coursework will be forwarded to the Office of the Registrar for posting to the academic transcript. If the review is found to be unsatisfactory and no credit is awarded, there is a one-time editing and resubmission opportunity.

Ohio Portfolio Rubric for Portfolio-based Assessment

Ohio has developed a standardized rubric to fairly evaluate whether learning outcomes and competencies are demonstrated in a student portfolio submission. Walsh University's credentialed enrollment management representative and academic division representatives, follow the Ohio Portfolio Rubric to evaluate the submissions.

Course Number(s): _____ Date Submitted: _____

RUBRIC FOR PORTFOLIO-BASED ASSESSMENT					
Assessment Ratings	0 Does not meet expectations	1 Partially meets expectations	2 Meets expectations	3 Exceeds expectations	Score
Sources of Learning <i>Experiences relevant to learning outcomes</i>	Documentation and description of learning experiences related to course learning outcomes are lacking or substantially inadequate	Documentation and description of learning experiences related to course learning outcomes are not effectively or completely presented	Documentation and description of learning experiences related to course learning outcomes are appropriate and effectively presented	Documentation and description of learning experiences related to course learning outcomes exceed expectations	
Demonstration of Learning <i>Artifacts</i>	The portfolio's materials and artifacts are not appropriate and/or adequate , and are not supported by the presentation	The portfolio materials and artifacts are not fully supported by or connected to the course's learning outcomes	The portfolio includes appropriate artifacts that support the demonstration of learning outcomes	The presentation of artifacts is convincing , with strong support for the course's learning outcomes	
Evidence of Learning <i>Competencies</i>	The portfolio shows little or no evidence of learning tied to sound educational theory	The portfolio documents some, but not sufficient , learning tied to sound educational theory (or grounded in appropriate academic frameworks)	The portfolio adequately documents learning tied to sound educational theory (or grounded in appropriate academic frameworks)	The portfolio provides clear evidence of learning tied to sound educational theory (or grounded in appropriate academic frameworks)	
Mastering Knowledge & Skills <i>Application of Learning</i>	The portfolio provides little evidence of the student's ability to use knowledge and skills for the course's learning outcomes in practice	The portfolio demonstrates the student's ability to use the knowledge and skills for the course learning outcomes in practice is limited	The portfolio documents the acquisition of knowledge and skills for the course learning outcomes, with some ability to apply them in practice	The portfolio demonstrates the student has mastered the knowledge and skills for the course learning outcomes and can apply them in practice	
Reflection on Learning <i>Aligned with course learning outcomes</i>	The portfolio provides little or no evidence of reflection to increase learning aligned with the course learning outcomes for which credit is being sought	The portfolio provides inadequate evidence of reflection to increase learning aligned with the course learning outcomes for which credit is being sought	The portfolio provides evidence of reflection to increase learning aligned with the course learning outcomes for which credit is being sought	The portfolio shows that the student has reflected with substantial depth upon how the prior learning experience is aligned to the course learning outcomes for which credit is being sought	
Presentation <i>Completeness and quality of the portfolio presentation</i>	Assembly instructions have not been followed with critical portfolio elements not included ; the quality of written, visual and/or digital presentation does not meet postsecondary standards	Most of the expected elements are included; the quality of written, visual and/or digital presentation does not meet postsecondary standards with too many errors in spelling, grammar and punctuation	The portfolio is well organized with all critical elements included; the quality of written, visual and/or digital the presentation is competent with minor errors in spelling, grammar and punctuation	The portfolio is well organized with all critical elements included; learning is well-documented with writing and production skills that exceed those of most college students	
Overall Assessment	The recommended cut score for a successful (i.e., passing) portfolio is 12 , with a score of at least 1 in each of the six assessment criteria .				TOTAL

Name of Assessor (print) _____ Title _____ Signature _____ Date _____

Guidelines for Physical Education Prior Learning/Portfolio Essay – One Time Allowance

Students may earn one (1) credit hour for Physical Education through essay submission. A familiar and intimately known sport should be chosen, either because you are involved in it or have played it. The one (1) credit hour physical education course is described in the Walsh University Undergraduate Catalog (<http://catalog.walsh.edu/courses/pe/>) under the course **PE 101: Physical Education Activities**.

This essay is available for one activity only. The course includes actual class time with instruction in addition to some practice. In other words, **you will get college credit for your knowledge of the sport**. This can be based on your having participated in the sport or having coached it.

You will need to summarize the theory of the sport. Ask yourself: If I took this class, what would they teach me? Then proceed to detail what you know of the sport. Refer to how you acquired this knowledge. In addition, the assessors will have a list of terms you need to define and illustrate how each is applicable to your sport; this will be submitted as an appendix to your essay.

The portfolio essay must be presented as a college-level composition, using APA style, Calibri 12-point font, double spaced, and show mastery of grammar and writing skills. The essay must be 2-3 pages in addition to an appendix. Submit the final document to the Office of Degree Completion & Graduate Enrollment (David Center – lower level) or Walsh University Office of Degree Completion & Graduate Enrollment, 2020 E Maple St, North Canton, Ohio 44720 or degreecompletion@walsh.edu

Appendix to the PE essay:

Define AND provide an example of how each term is demonstrated in your chosen sport subject.

Strength	Eye-hand/eye-foot coordination
Power	Kinesthetic sense
Muscular endurance	Agility
Flexibility	Progression
Cardiovascular	Overload principle
Balance	

Examination of Military Experience

Walsh University accepts the following Military transcripts for evaluation:

- Army Joint Services Transcript
- Marine Corps Joint Services Transcript
- Navy Joint Services Transcript
- Community College of the Air Force (CCAF) Transcript
- Air Force Institute of Technology (AFIT) Transcript
- Coast Guard Joint Services Transcript
- American Council on Education (CREDIT) Transcript

All military training must be recognized by a regional accrediting body or the American Council on Education (ACE) to be reviewed and considered for eligible college credit. Official military transcripts and a copy of DD-214 (Discharge Documentation) must be sent directly to Walsh University for evaluation of transferable college credit to: degreecompletion@walsh.edu or Walsh University Office of Degree Completion & Graduate Enrollment, 2020 E Maple St, North Canton, Ohio 44720.

Upon completion of review, the Degree Completion Office, (Senior Academic Advisor), will present the "American Council on Education (ACE) Recommended Credit Form" to the Office of the Registrar for posting of credit hours. Further, the academic advisor will evaluate any remaining training to determine whether a recommendation for a portfolio to pursue further college credit is appropriate.

Military/portfolio/prior learning, test credits are limited to 45 credits combined. Military credits are permissible as part of a reduced general education core, at the time of admission. Reduced core qualifies as 60 or more credit hours or confirmed completion of an associate degree.

Walsh University utilizes <http://www.acenet.edu/militaryguide> as a guide when evaluating joint services transcripts for military training and experiences for college credit. Community College of the Air Force (CCAF) transcripts are evaluated by college catalog at <https://www.airuniversity.af.edu/Barnes/CCAF/Display/Article/802800/community-college-of-the-air-force/>, and the Air Force Institute of Technology (AFIT) transcripts are evaluated by college catalog at <https://www.afit.edu/>.

Professional Certification or License*

Walsh University evaluates prior learning in the form of professional certifications, licenses, and training to determine whether the prior learning aligns with a college-level credit course content and learning outcomes.

The following steps should be followed for submission of documentation:

1. Complete the document entitled 'Petition for Academic Credit for Certification/Licensure/ Training Form'. Indicate the specific course you are petitioning for credit or note whether you are seeking elective credit.
2. If you are requesting elective credit from professional certification or license you have obtained through such experiences, or for a course you have taken that has CEUs clearly marked, , please submit the form and copy of the certification or license to: Office of Degree Completion & Graduate Enrollment (David Center – lower level) or Walsh University Office of Degree Completion & Graduate Enrollment, 2020 E Maple St, North Canton, Ohio 44720 or degreecompletion@walsh.edu Note: Be sure to include course descriptions, information about course objectives, description of the topics covered.
3. Include current mailing address, telephone numbers, e-mail addresses, etc. in case an academic advisor or assessor needs to contact you.
4. All approved credit (if applicable) will be **submitted at no cost** and will be reflected on an official Walsh University academic transcript. The academic advisor will incorporate the awarded credit into a student completion plan.

Note: If it is determined that the certification or license has been previously assessed (i.e. Six Sigma Green or Black Belt), or is ACE certified, then course credit may be awarded based on the previous assessment.

Upon receiving the required documentation, the Degree Completion Senior Academic Advisor will forward the information provided to a content area expert in the appropriate academic division or the school dean or division chair. The content area expert will review the submitted documents and any additional information to determine whether the knowledge obtained demonstrates college level learning and if the learning outcomes have been met. It is the discretion of the content expert to make these determinations and the final decision on the approved credits.

Corporate Training

The American Council on Education's College Recommendation Service (CREDIT) provides a detailed guide to aligning college-credit to workplace learning, education, and training acquired outside of a college classroom.

The American Council on Education National Guide to College Credit for Workplace Training that Walsh University uses to evaluate can be found at the following link: <http://www2.acenet.edu/credit/?fuseaction=browse.main&firstLetter=F>

After receipt of "Petition for Academic Credit for Certification/License/Training", the Senior Academic Advisor will notify the student of the evaluation outcome. The form accompanying any supporting documentation should be submitted to Office of Degree Completion & Graduate Enrollment (David Center – lower level) or Walsh University Office of Degree Completion & Graduate Enrollment, 2020 E Maple St, North Canton, Ohio 44720 or degreecompletion@walsh.edu

Guide to Portfolio Credits for Licensure/Certification*

PMP–Project Management Professional

Project Management Certification Program	3 cr. Hrs.	BUS 417	
Certified Project Manager			
Look for Project Management Institute			

SHRM–Society for Human Resource Management

Human Resource Certification	6 cr. Hrs.	BUS XXX (3)	BUS 318 (3)
PHR/SPHR/GPHR			
Professional/Sr/Global			
HR Certification Institute			

ISM–Institute for Supply Management

Certified Purchasing Manager Examination	9 cr. Hrs.	TRNXX (6)	BUS 360 (3)
Accredited Purchasing Practitioner Examination	4 cr. Hrs.	TRNXX (4)	
Certified Purchasing Manager			
Accredited Purchasing Practitioner			
National CCRS			

APICS–Educational Society for Resource Mgmt. (Amer Prod and Inventory Control Society)

Certified in Production and Inventory Mgmt.	6 cr. Hrs.	BUS 417 (3)	BUS XX (3)
Certified in Integrated Resource Mgmt.	3 cr. Hrs.	BUS XXS (3)	

IFMA–Facility Management Professional

FMP Credential	3 cr. Hrs.	TRNXX (3)	
Facility Management Professional			
IFMA			

ASQ–American Society of Quality

ASQ Certified	6 cr. Hrs.	BUS 417 (3)	BUS XXX (3)
Quality Auditor			
Quality Engineer			
ISO			

Lean Operations and Quality Control

Six Sigma Green Belt	6 cr. Hrs.	BUS 232 (3)	BUS XXX (3)
Six Sigma Black Belt	6 cr. Hrs.	BUS 417 (3)	BUS XXX (3)
Lean Mastery Certification	3 cr. Hrs.	BUS 417	

CEBS 8 week curriculum model

CMS 1 HR and Compensation Management Course	3 cr. Hrs.	BUS 318
RPA 3 Asset Management Course	3 cr. hrs.	BUS 451
GBA 1 Group Health Plan Design	3 cr. Hrs.	TRNXX
GBA 2 Group Benefits Management	3 cr. Hrs.	TRNXX
GBA 3 Health Care Fin and Economics	3 cr. Hrs.	TRNXX
RPA 1 Retirement Plan Design	3 cr. Hrs.	TRNXX
RPA 2 Retirement Plan Management	3 cr. Hrs.	TRNXX
RPA 4 Personal Wealth Mgmt.	3 cr. Hrs.	TRNXX
CMS 2 Compensation Concepts and Principles	3 cr. Hrs.	TRNXX
CMS 3 Executive Compensation and Comp Issues	3 cr. Hrs.	TRNXX

CMS Compensation Management Specialist

CMS 1 HR and Compensation Management Course	3 cr. hrs.	BUS 318
CMS 2 Compensation Concepts and Principles	3 cr. hrs.	TRNXX
CMS 3 Executive Compensation and Comp Issues	3 cr. hrs.	TRNXX

RPA–Retirement Plan Associate

RPA 1 Retirement Plan Design	3 cr. hrs.	TRNXX
RPA 2 Retirement Plan Management	3 cr. hrs.	TRNXX
RPA 3 Asset Management Course	3 cr. hrs.	BUS 451
or		
RPA 4 Personal Wealth Mgmt.	3 cr. hrs.	TRNXX

GBA–Group Benefits Associate

GBA 1 Group Health Plan Design	3 cr. hrs.	TRNXX
GBA 2 Group Benefits Management	3 cr. hrs.	TRNXX
GBA 3 Health Care Fin and Economics	3 cr. hrs.	TRNXX

Petition for Academic Credit for Prior Learning/Portfolio

Student's Full Name: _____ Student ID#: _____

Daytime Number: _____ Evening Number: _____

Petitioning for _____ Semester Hours for Course Number/Title: _____

Student Signature: _____ Date: _____

Assessment Report will be completed by Degree Completion or Academic Division Representative.

Assessor's Notes:

Approved: Granting _____ credit hours for course number/title _____

Not Approved: _____ and reason credit denied for course number/title _____

The reason for granting or not granting credit: (Must attach an additional paper with all comments.)

Degree Completion Assessor: _____ **Date:** _____

Academic Division Assessor: _____ **Date:** _____

Petition for Physical Education 100 Course Credit

Student's Full Name: _____ Student ID#: _____

Daytime Number: _____ Evening Number: _____

Petitioning for _____ Semester Hours for Course Number/Title: _____

Student Signature: _____ Date: _____

Assessment Report will be completed by Degree Completion or Academic Division Representative.

Assessor's Notes:

Approved: Granting _____ credit hours for course number/title _____

Not Approved: _____ and reason credit denied for course number/title _____

The reason for granting or not granting credit: (Must attach an additional paper with all comments.)

Degree Completion Assessor: _____ **Date:** _____

Academic Division Assessor: _____ **Date:** _____

American Council on Education (ACE) Recommended Credit

(Includes credits granted for military courses)

Dear Office of the University Registrar:

Please post the following credits as recommended by the American Council on Education (A.C.E.) for

Student Full Name: _____

Student ID#: _____

List courses for which credit is being granted:

Course: _____ Credits: ____

Course: _____ Credits: ____

Course: _____ Credits: ____

Course: _____ Credits: ____

Course: _____ Credits: ____

Course: _____ Credits: ____

Course: _____ Credits: ____

Related American Council on Education (ACE) recommendations are to be appended to this form. The military transcript (s) and DD-214 (Discharge Documentation) are also attached.

Thank you,

Degree Completion, Academic Advisor, or Academic Division Representative

Date

Petition for Corporate Training Course Credit

Student's Full Name: _____ Student ID#: _____

Daytime Number: _____ Evening Number: _____

Petitioning for _____ Semester Hours for Course Number/Title: _____

Student Signature: _____ Date: _____

Assessment Report will be completed by Degree Completion or Academic Division Representative.

Assessor's Notes:

Approved: Granting _____ credit hours for course number/title _____

Not Approved: _____ and reason credit denied for course number/title _____

The reason for granting or not granting credit: (Must attach an additional paper with all comments.)

Degree Completion Assessor: _____ **Date:** _____

Academic Division Assessor: _____ **Date:** _____



WALSH
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EDUCATION FOR LIFE

Degree Completion