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MEMORANDUM

DATE: May 13, 2004

TO: Presidents
Chief Academic Officers
Chief Student Services Officers
Transfer Specialists

FROM: Linda Baer
Senior Vice Chancellor for Academic and Student Affairs

RE: Awarding of credit for prior learning

During the past year, we have all experienced the effects of increased military active duty call-ups on our campuses. The disruption that occurs in the student's life can last from several months to a year or more and can have a profound effect on that student's educational progress. It can also result in our institutions receiving more inquiries for credit for prior learning, as armed services members come to us and ask for recognition of the specialized education and training they receive during their military service.

This letter serves as a reminder of the need to review all approved types of credit for prior learning in the event that your institution is receiving inquiries for evaluation of such experience.

Please review your institution's policy for assessment of prior learning, make updates as necessary, and provide all student personnel involved in this activity with information about your current institutional practices, such as the following choices:

- Advanced Placement (AP)
- International Baccalaureate (IB)
- College Level Examination Program (CLEP)
- American College Testing/Proficiency Examination Program (ACT/PEP)
- Defense Activity for Nontraditional Education Support (DANTES)
- Credit by Examination (CBE)
- American Council on Education (ACE)
- New York Regents National Program on Non-collegiate Sponsored Instruction (PONSI)
- Certificate Assessment

A quick review of the background and policy related to this area of our mission can be found in an article called, “Elements of a Model Policy on Awarding Credit for Extra-institutional Learning,” (Introduction pages xxxv- xxxix) in Volume 3 of the Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education (ACE). Information about and publications by ACE can be found at: www.acenet.edu/. The reading provides an overview with examples that could be helpful in discussion of your institutional policy and practice in these areas of training and education. Another background source is the Joint Statement on the Transfer and Award of Credit, which can be found at: http://www.acenet.edu/cill/pdfs/Credit_Transfer.pdf

I thank you for your continued support in creating a transfer-friendly culture for our students, including those whose decision to choose our institutions are put on hold by their service to our country.

c: James McCormick
Janice Fitzgerald
Deena Allen
Gary Langer
Mike Lopez
Leslie Mercer
Michael Murphy
Tim Price