I. **Policy Statement:** This policy provides students with opportunities to earn credit hours for competency-based education and prior learning toward completion of a baccalaureate degree, including awarding academic credit to service members for military training, coursework, and education.

II. **Definitions:**

A. “Competency-Based Credits” are credits awarded on the basis of the student’s performance on the Evaluation Methods. Credits transferred from two or four-year institutions of higher education are not Competency-Based Credits.

B. “Eligible Student” means a degree-seeking undergraduate student at Towson University who has a cumulative Grade Point Average of 2.00 or higher on a four-point scale, and who has not graduated from the University.

C. “Evaluation Method” includes any of the following: the American Council on Education (ACE) College Credit Recommendation Service; the Advanced Placement Examination Program (AP); the International Baccalaureate (IB) Program; the ACE Military Guide; the College Level Examination Program (CLEP); Joint Services Transcripts (JST); and individualized assessments, created or determined by the appropriate academic department, including portfolio review, oral or written examination, demonstration (e.g., dance or music), or written report/paper. A complete list of CLEP and departmental exams are listed on the Attachment [http://www.towson.edu/registrar/grades/prior.html](http://www.towson.edu/registrar/grades/prior.html), as it may be amended from time to time by the Office of the Registrar.

III. **Responsible Executive and Office:**

Responsible Executive: Provost and Executive Vice President for Academic and Student Affairs

Responsible Office: Office of the Registrar

IV. **Entities Affected by this Policy:** All Towson University undergraduate students in their first baccalaureate degree.
V. Procedures:

A. Requesting Competency-Based Credits

1. Towson University (the “University”) will award Competency-Based Credits to an Eligible Student who meets the University’s standards for successful performance, using any Evaluation Method, as set forth on the Attachment (http://www.towson.edu/registrar/grades/prior.html), as it may be amended from time to time by relevant academic departments and the Office of the Registrar.

2. In order to request Competency-Based Credits, an Eligible Student must provide documentation of his/her performance on the relevant Evaluation Method, and a written request for the credits to be posted to his/her academic transcript, to the Office of the Registrar. The student will be notified in a timely manner in writing whether the University has accepted the credits. If the credits are accepted, the source of the credits will be identified on the student’s permanent academic record.

3. The University will accept a maximum of forty-five Competency-Based Credits from each student.

4. There are some fees associated with certain types of Competency-Based Credits. Please see the Attachment (http://www.towson.edu/registrar/grades/prior.html) for a complete list of fees, as it may be amended from time to time by the Office of the Registrar.

B. Appeals

1. A student may appeal any decision regarding Competency-Based Credits to the Academic Standards Committee.

Related Policies: USM Policy III-1.41, Policy on Credit for Competency-Based Education and Prior Learning

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