A. INTRODUCTION

Campus administrative policy 7006 describes how the University of Colorado Denver | Anschutz Medical Campus accepts and applies transfer credits from other institutions and learning experiences in work or other environments (for example military veterans) towards its undergraduate degree programs. The University’s undergraduate programs also accept transfer credits from the International Baccalaureate Diploma, gtPathways (administered by the Colorado Department of Higher Education) in addition to other approved articulation agreements. This policy describes the acceptance and application of credit from prior learning towards graduate degree programs. The prior experience should lead to similar learning to the CU Denver or CU Anschutz courses for which it will
B. POLICY STATEMENTS

1. Applying Transfer Credit from Institutions Accredited by an Accrerditor Recognized by the U.S. Department of Education as an Institutional Accrediting Agency
The evaluation and the decision to accept and apply credits previously awarded by institutions in the U.S. that undergo accreditation recognized by the U.S. Department of Education is determined by the program faculty according to the rules and procedures defined by the program and the school/college that awards the degree. Students should provide sufficient information (e.g., a course syllabus) so that the program can establish that the prior coursework was similar in content to that of the courses for which it will substitute. The program should also establish the minimum course grades acceptable for transfer.

2. Applying Credit from International Institutions of Higher Learning
In addition to the criteria defined in section B.1, the program should examine the definition of credit hour used by the international institution to ensure that it is equivalent, or at least comparable, to that used by CU Denver / CU Anschutz.

3. Awarding Credit for Learning Experiences in Settings other than Accredited Institutions of Higher Learning
Prior learning can occur in a variety of settings outside of institutions of higher learning. Such settings include (but are not limited to) previous experiences in the workplace, the community or the military. The authority to award credit towards a graduate degree at CU Denver or CU Anschutz for these experiences or coursework resides with the schools/colleges and the faculty of their degree- or certificate-granting programs. The prior experience should have led to the acquisition of knowledge or skills similar to that of the courses for which it will substitute in the CU Denver or CU Anschutz degree. Programs must also ensure that their standards for awarding credit are rigorous and comply with the policies of the University, the State of Colorado and the Higher Learning Commission (with particular attention to the definition of credit hour and where appropriate, assessment of learning).

C. PROCEDURES

At least 25% of the credits applied to a University of Colorado Denver | Anschutz Medical Campus graduate degree must be from coursework taken at CU Denver or CU Anschutz.

The amount of credit applied to a CU Denver or CU Anschutz degree for prior learning experiences in settings other than in accredited institutions of higher learning in the U.S. or international higher learning institutions, cannot exceed 25%.
There are a variety of resources and agencies to evaluate transcripts and assess the validity of transfer credit from foreign institutions. These include UK National Recognition Information Centre (UK NARIC), World Education Services (WES), Educational Credential Evaluators (ECE) and National Association of Credential Evaluation Services (NACES). In some instances, the national program accrediting agencies may also have policies or procedures pertaining to acceptance of credit from foreign universities.

Degree and/or certificate programs that elect to award credit for learning experiences in settings other than institutions of higher learning, must develop policies and practices for determining assignment of credit. Such policies should include a description of the mechanism(s) by which prior learning experiences are evaluated for their relevancy to the degree, the acquisition of student learning and how they are applied towards the degree (e.g. core requirements, electives, etc). Programs shall publicly disclose this information on their appropriate websites.

Schools and colleges with degree and/or certificate programs that elect to award credit for prior learning experiences will ensure that all of the programs comply with institutional guidelines, best practices and requirements of specialized accrediting agencies.

Schools and colleges with degree and/or certificate granting programs that elect to award credit for prior learning experiences will provide oversight, including periodic review, of these practices within their programs. Programs that award credit for prior learning experiences will include a description of their practices and assessment methods in the self-study submitted for the periodic review of the degree program. The Provost Office may also examine programs that are awarding credit for prior learning experiences when concerns are brought to its attention.

Programs that award credit for prior learning experiences must advise and work with the Registrar’s office to ensure that such credit is noted on a student’s transcript.

The criteria for awarding credit for learning experiences in settings other than institutions of higher learning should be based on a determination that the knowledge or skills acquired by individual students during the prior learning experience is equivalent, similar or related to those acquired by students who undertake the coursework for which the credit is to be granted. This should involve a careful examination and determination by the program that the experience matches the content, rigor and assessment of learning of the particular course within the program for which the experience will substitute and that the contact hours involved are equivalent to, or greater than, the credits awarded by the program at CU Denver | CU Anschutz.

In the case of awarding credit for coursework undertaken at non-accredited entities, such coursework should define expected learning outcomes and have an associated assessment plan to monitor achievement of the learning objectives.
Degree and/or certificate programs may require additional evidence to establish or verify student learning resulting from the prior learning experience. This could for example, include requiring the student to undertake one or more exams or assessment by program faculty of a portfolio.

Programs should maintain a record of the evaluation process and make it available to the Provost or other entities, such as accrediting bodies, upon request.

Programs seeking exemptions to any stipulations included in this policy can apply to the Provost by providing supporting rationale and supporting documentation.

Notes

1. Dates of official enactment and amendments:
   Adopted/Approved by XXXXXX on Date.
   Updated and amended on Date.

2. History:
   *Example.* Amended on XXXXXX to reflect a campus-wide effort to recast and revitalize various Campus policy sites into a standardized and more coherent set of chaptered policy statements organized around the several operational divisions of the university.

3. Initial Policy Effective Date: Insert Date.

4. Cross References/Appendix: