

CREDIT FOR PRIOR LEARNING

Currently enrolled students may apply for credit from nationally recognized assessment programs such as Advanced Placement (AP), CLEP and DSST, or credit for non-traditional learning experiences through the USF Prior Learning Assessment Program. Students should apply for credit upon enrolling at USF but no later than prior to completing 96 credit hours toward the degree. Official score reports must be submitted for evaluation. Credit for AP, CLEP and DSST exams will also be accepted from another institution of higher education as recorded on the sending institution's transcript. AP, CLEP and DSST credit may not duplicate that awarded for a completed college course and/or equivalency. For those enrolled in an on-campus degree program, the maximum amount of credit that USF will award or accept in transfer, either through the Prior Learning Assessment Program and/or the AP, CLEP and DSST program, is 33 credit hours. Credits awarded through any of these programs will not count as resident hours.

Advanced Placement (AP) Exams

Students who have taken Advanced Placement courses in high school and successfully passed the AP examinations may have their courses applied as college credit in the subjects related to the courses. Students should request scores from The College Board, [collegeboard.org/](https://www.collegeboard.org/) (<https://www.collegeboard.org/>) to be sent to the Registrar's Office at the University prior to or during the first semester of enrollment. In conjunction with the appropriate department chair, the Registrar's Office will evaluate the AP score and award the appropriate amount of credit for each course. Most Advanced Placement Exams require a minimum score of 3 or higher to receive credit at USF.

College Level Examination Program (CLEP) and DSST Examination Programs

The University of St. Francis accepts most CLEP and DSST examinations for currently enrolled students when those examinations meet or exceed institutionally established criteria. The student must request that the Educational Testing Service send a copy of the official transcript directly to the coordinator of the Prior Learning Assessment Program for an evaluation. No credit will be awarded in areas in which a student has already completed a college course. In 2010, the University became an official CLEP testing center. In 2012, the University became an official DSST testing center. Additional information on registering for a CLEP exam and a DSST exam may be obtained from the Coordinator of Adult Student Advising.

International Baccalaureate (IB) Exams

Similar to the Advanced Placement (AP) Exam, students who have taken IB courses during high school may receive college credit if the student took the Higher Level (HL) exam and received a passing score. Students should request scores to be sent to the Registrar's Office at the University prior to or during the first semester of enrollment.

Prior Learning Assessment Program

The University of St. Francis recognizes that college level learning can be achieved in non-traditional settings. Examples of such college level learning might include attendance at conferences, institutes, and seminars; work experiences; volunteer work in the community; and military training. Students twenty-three and older may apply for college credit by submitting substantive documentation of prior learning through

a portfolio process. The learning documented in a portfolio must be comparable to a course offered at the University of St. Francis.

The number of credit hours to be awarded for these experiences will be determined by faculty assessors and the Coordinator of Adult Student Advising. For those enrolled in an undergraduate degree program, the maximum amount of credit that can be earned either through the Prior Learning Assessment Program and/or the AP, CLEP or DANTES program is 33 credit hours at USF. There are fees for both the assessment of prior learning and the posting of credit. CLEP and DANTES testing is available through the Academic Advising Center during their normal operating hours.

Students in undergraduate programs must complete the prior learning portfolio assessment process prior to completing 96 hours of college credit. For more information and/or application, contact the Coordinator of Adult Student Advising.

Prior Learning Assessment in Foreign Languages

Foreign Language classes taken in secondary schools in which a student earned a C or better may fulfill foreign language requirements (1 year-long course in high school = 1 semester-long in college) but will not be recognized with college credit without examination (see below). All foreign language taken at accredited post-secondary institutions in which a student earned a grade of C or better will be recognized with transfer credit.

Students attending the university on an F-1 visa are exempt from foreign language requirements, but no credit is awarded.

Students may obtain college credit for prior learning/proficiency in foreign languages by examination through the following tests:

AP (Advanced Placement) Exams in World Languages

AP World Language and Culture (available in Chinese, French, Italian, German, Japanese, Latin, Spanish):

- Score of 3 = 101-level foreign language
- Score of 4 = 102-level foreign language
- Score of 5 = 201-level foreign language

AP Spanish Literature:

- Score of 3 = SPAN 101
- Score of 4 = SPAN 102
- Score of 5 with competent level of oral proficiency (assessed in a faculty interview) = SPAN 201
- Score of 5 with excellent level of oral proficiency (assessed in a faculty interview) = SPAN 202

IB (International Baccalaureate): 6 credit credits (101 and 102-level foreign language) granted for higher level exams in Group 2 Language (acquisition) with scores of 4 or higher.

State Seal of Bi-literacy: 6 credit hours (101 and 102-level foreign language courses) granted upon request within three academic years of graduating from high school.

CLEP (College-level Examination Program): up to 6 credit hours granted for a passing grade (101 and 102-level foreign language courses). Tests

are available for Spanish, French, and German and are administered by the Academic Advising Department for a fee.

- A score of 50-62 = 101 level foreign language (3 credit hours)
- A score of 63 or higher = 201 level foreign language (3 credit hours)

SIELE (Servicio Internacional de Evaluación de la Lengua Española) Internationally recognized Spanish proficiency test and certificate offered by the Spanish government's *Instituto Cervantes* (testing available at USF). Test results correspond to the following designations and equivalencies for college credit:

- A1 = SPAN 101 (3 credit hours)
- A2 = SPAN 102 (3 credit hours)
- B1 = SPAN 201 (3 credit hours)
- B2 = SPAN 202 (3 credit hours)
- C1 = SPAN 210 (3 credit hours)

Standards-based Foreign Language Placement Exam: up to 12 credit hours may be granted for 101-102-201-202 level language courses up to the level of proficiency that the student demonstrates in the test. These tests are administered by the Department of English & Foreign Languages.