# 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 HLC Policy Book (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://clepportal.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/](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-date on The College Board site: [https://getcollegecredit.com/assets/pdf/DSST-Funding-Guide.pdf](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](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**

<table>
<thead>
<tr>
<th>Test</th>
<th>#</th>
<th>Walsh Title</th>
<th>Hours</th>
<th>Test</th>
<th>Passing Score</th>
<th>Test Title</th>
<th>Test Cost</th>
<th>Study Guide</th>
<th>Copies of SG</th>
<th>Admin Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>CLEP</td>
<td>101</td>
<td>The History of Art</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Art of the Western World</td>
<td>$85</td>
<td>free online</td>
<td>0</td>
<td>$25</td>
</tr>
<tr>
<td>BIS</td>
<td>201 &amp; 102</td>
<td>Principles of Biology I and II</td>
<td>6</td>
<td>CLEP</td>
<td>400</td>
<td>Biology</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>BIS</td>
<td>203</td>
<td>Business Ethics</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Principles of Management</td>
<td>$90</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>BUS</td>
<td>204</td>
<td>Business Elective</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Introduction to Business</td>
<td>$85</td>
<td>free online</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>BUS</td>
<td>205</td>
<td>Business Elective</td>
<td>3</td>
<td>DSSST</td>
<td>400</td>
<td>Introduction to Business</td>
<td>$85</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>BUS</td>
<td>206</td>
<td>Business Elective</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Principles of Management</td>
<td>$90</td>
<td>free online</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>BUS</td>
<td>112</td>
<td>Business Ethics in a Global Environment</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Business Ethics and Society</td>
<td>$85</td>
<td>free online</td>
<td>5</td>
<td>$25</td>
</tr>
<tr>
<td>BUS</td>
<td>318</td>
<td>Human Resource Management</td>
<td>3</td>
<td>DSSST</td>
<td>400</td>
<td>Human Resource Management</td>
<td>$85</td>
<td>free online</td>
<td>4</td>
<td>$25</td>
</tr>
<tr>
<td>BUS</td>
<td>360</td>
<td>Strategic Management</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Business Ethics and Society</td>
<td>$85</td>
<td>free online</td>
<td>5</td>
<td>$25</td>
</tr>
<tr>
<td>BUS</td>
<td>121</td>
<td>Business Elective</td>
<td>3</td>
<td>DSSST</td>
<td>400</td>
<td>Introduction to Business</td>
<td>$85</td>
<td>free online**</td>
<td>5</td>
<td>$25</td>
</tr>
<tr>
<td>CHM</td>
<td>101 &amp; 102</td>
<td>Principles of Chemistry I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
<td>Chemistry</td>
<td>$90</td>
<td>free online</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>CTY</td>
<td>114</td>
<td>Introduction to Cybersecurity</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Fundamentals of Cybersecurity</td>
<td>$85</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>ECON</td>
<td>332</td>
<td>Money and Banking</td>
<td>3</td>
<td>DSSST</td>
<td>400</td>
<td>Money and Banking</td>
<td>$85</td>
<td>free online**</td>
<td>4</td>
<td>$25</td>
</tr>
<tr>
<td>ECON</td>
<td>201</td>
<td>Global Macroeconomics</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Principles of Macroeconomics</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>6</td>
<td>$25</td>
</tr>
<tr>
<td>ECON</td>
<td>204</td>
<td>Educational Psychology</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Intro to Educational Psychology</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>9</td>
<td>$25</td>
</tr>
<tr>
<td>ENG</td>
<td>101</td>
<td>English Composition</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>College Composition</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>10</td>
<td>$25</td>
</tr>
<tr>
<td>ENG</td>
<td>122</td>
<td>Business Writing</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Technical Writing</td>
<td>$85</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>ENG</td>
<td>123</td>
<td>Technical Writing</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Technical Writing</td>
<td>$85</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>ENG</td>
<td>124</td>
<td>Technical Writing</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Technical Writing</td>
<td>$85</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>ENG</td>
<td>101 &amp; 102</td>
<td>Principles of Chemistry I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
<td>Principles of Chemistry</td>
<td>$90</td>
<td>free online</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>FSM</td>
<td>101 &amp; 102</td>
<td>Elementary German I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
<td>German, Level I</td>
<td>$90</td>
<td>$10-$24.99</td>
<td>0</td>
<td>$25</td>
</tr>
<tr>
<td>GEA</td>
<td>103</td>
<td>American Government</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>American Government</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>4</td>
<td>$25</td>
</tr>
<tr>
<td>HIST</td>
<td>101</td>
<td>History of the U.S. to 1877</td>
<td>3</td>
<td>DSSST</td>
<td>400</td>
<td>History of U.S.: Early Colonization to 1877</td>
<td>$85</td>
<td>free online</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>HIST</td>
<td>102</td>
<td>History of the U.S. Since 1877</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>History of U.S II: 1865-present</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>HIST</td>
<td>103</td>
<td>World Civilization to 1500</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>World Civilization</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>4</td>
<td>$25</td>
</tr>
<tr>
<td>HIST</td>
<td>104</td>
<td>World Civilization 1500 to Present</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>World Civilizati</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>HIST</td>
<td>105</td>
<td>World Civilization 1500 to Present</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>World Civilization</td>
<td>$85</td>
<td>free online**</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>MTH</td>
<td>104</td>
<td>Algebra II</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Fundamentals of College Algebra</td>
<td>$85</td>
<td>free online</td>
<td>0</td>
<td>$25</td>
</tr>
<tr>
<td>MTH</td>
<td>105</td>
<td>Elementary Functions</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Pre-Calculus</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>3</td>
<td>$25</td>
</tr>
<tr>
<td>NS</td>
<td>101</td>
<td>Science and Contemporary Health Issues</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Health and Human Development</td>
<td>$90</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>NS</td>
<td>102</td>
<td>Behavioral Development Across the Lifespan</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Human Growth &amp; Development</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>PSYCH</td>
<td>210</td>
<td>Human Development Across the Lifespan</td>
<td>3</td>
<td>DSST</td>
<td>400</td>
<td>Human Development Psychology</td>
<td>$85</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>SOC</td>
<td>101</td>
<td>Sociology</td>
<td>3</td>
<td>CLEP</td>
<td>50</td>
<td>Introductory Sociology</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>10</td>
<td>$25</td>
</tr>
<tr>
<td>SPAN</td>
<td>101</td>
<td>Elementary Spanish I and II</td>
<td>6</td>
<td>CLEP</td>
<td>50</td>
<td>Intro to Spanish II</td>
<td>$90</td>
<td>$10-$24.99**</td>
<td>2</td>
<td>$25</td>
</tr>
<tr>
<td>SPAN</td>
<td>102</td>
<td>Elementary Spanish I and II</td>
<td>6</td>
<td>DSST</td>
<td>400</td>
<td>Intro to Spanish II</td>
<td>$85</td>
<td>free online</td>
<td>2</td>
<td>$25</td>
</tr>
</tbody>
</table>

**Study Guide available to rent (free of charge) through School for Professional Studies**

Test must be completed prior to the last 27 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.

Updated 12/20/2022
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.

4. 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).

5. 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.

<table>
<thead>
<tr>
<th>Assessment Ratings</th>
<th>Score</th>
</tr>
</thead>
<tbody>
<tr>
<td>Does not meet expectations</td>
<td>0</td>
</tr>
<tr>
<td>Partially meets expectations</td>
<td>1</td>
</tr>
<tr>
<td>Meets expectations</td>
<td>2</td>
</tr>
<tr>
<td>Exceeds expectations</td>
<td>3</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Sources of Learning</th>
<th>Documentation and description of learning experiences related to course learning outcomes are lacking or substantially inadequate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Experience relevant to learning outcomes</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Demonstration of Learning Artifact</th>
<th>The portfolio’s materials and artifacts are not appropriate or not adequate, and are not supported by or connected to the course’s learning outcomes</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio shows little or no evidence of learning tied to sound educational theory</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Evidence of Learning Competence</th>
<th>The portfolio documents some but not sufficient, learning tied to sound educational theory (or grounded in appropriate academic frameworks)</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio adequately documents learning tied to sound educational theory or grounded in appropriate academic frameworks</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Mastering Knowledge &amp; Skills Application of Learning</th>
<th>The portfolio provides little evidence of the student’s ability to use knowledge and skills for the course learning outcomes in practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio demonstrates the student’s ability to use the knowledge and skills for the course learning outcomes in practice</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Reflection on Learning Aligned with course learning outcomes</th>
<th>The portfolio provides little or no evidence of reflection to increase learning aligned with the course learning outcomes for which credit is being sought</th>
</tr>
</thead>
<tbody>
<tr>
<td>The portfolio provides inadequate evidence of reflection to increase learning aligned with the course learning outcomes for which credit is being sought</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Presentation Completeness and quality of the portfolio presentation</th>
<th>Assembly instructions have not been followed with critical portfolio elements and/or the quality of written, visual and/or digital presentation does not meet postsecondary standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Overall Assessment</th>
<th>The recommended cut score for a successful (i.e., passing) portfolio is 72 with a score of at least 7 in each of the six assessment criteria</th>
</tr>
</thead>
<tbody>
<tr>
<td>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</td>
<td></td>
</tr>
</tbody>
</table>

Name of Assessor __________________________ Title __________________________ Signature __________________________ Date _________

**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.
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/](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, ad 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

Power

Muscular endurance

Flexibility

Cardiovascular

Balance

Eye-hand/eye-foot coordination

Kinesthetic sense

Agility

Progression

Overload principle

**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](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](mailto: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
<table>
<thead>
<tr>
<th>CEBS 8 week curriculum model</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 1 HR and Compensation Management Course</td>
<td>3 cr. Hrs. BUS 318</td>
</tr>
<tr>
<td>RPA 3 Asset Management Course</td>
<td>3 cr. hrs. BUS 451</td>
</tr>
<tr>
<td>GBA 1 Group Health Plan Design</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
<tr>
<td>GBA 2 Group Benefits Management</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
<tr>
<td>GBA 3 Health Care Fin and Economics</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
<tr>
<td>RPA 1 Retirement Plan Design</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
<tr>
<td>RPA 2 Retirement Plan Management</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
<tr>
<td>RPA 4 Personal Wealth Mgmt.</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
<tr>
<td>CMS 2 Compensation Concepts and Principles</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
<tr>
<td>CMS 3 Executive Compensation and Comp Issues</td>
<td>3 cr. Hrs. TRNXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>CMS Compensation Management Specialist</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>CMS 1 HR and Compensation Management Course</td>
<td>3 cr. hrs. BUS 318</td>
</tr>
<tr>
<td>CMS 2 Compensation Concepts and Principles</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
<tr>
<td>CMS 3 Executive Compensation and Comp Issues</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RPA–Retirement Plan Associate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>RPA 1 Retirement Plan Design</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
<tr>
<td>RPA 2 Retirement Plan Management</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
<tr>
<td>RPA 3 Asset Management Course</td>
<td>3 cr. hrs. BUS 451</td>
</tr>
<tr>
<td>or</td>
<td></td>
</tr>
<tr>
<td>RPA 4 Personal Wealth Mgmt.</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>GBA–Group Benefits Associate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>GBA 1 Group Health Plan Design</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
<tr>
<td>GBA 2 Group Benefits Management</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
<tr>
<td>GBA 3 Health Care Fin and Economics</td>
<td>3 cr. hrs. TRNXX</td>
</tr>
</tbody>
</table>
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: __________________________
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: ____________________________