University of Wisconsin-Green Bay *Didactic Program in Dietetics* *Policy and Procedures*	Policy number: 3.6.2.2 1st Effective date: 10/11/10 Revised: Reviewed:

Assessment of Prior Learning

Purpose: Assure all dietetic students have appropriate credit toward program requirements

Procedure:

1. Transfer students who are admitted to the University of Wisconsin-Green Bay will be provided with an official credit evaluation from the registrar's office following their admission
2. Transfer information can be unofficially evaluated through a UW System Transfer Information System (TIS) Web site
3. Students who wish to enroll in the didactic program can meet with a program advisor in advance to unofficially review possible transfers however it will be necessary to await the official report to assure accuracy of transfer courses.
4. Once a student is officially admitted and in the event that a course does not transfer directly as an equivalent UW-Green Bay required course the following can occur:
    a. The instructor can request a copy of the previous course syllabus to review and in the event the content is comparable, the department chair can submit a course substitution form in order to meet the program's requirements.
5. The University no longer permits a program to waive a program requirement based solely on past experience.
    a. The Office of Institutional Research & Assessment provides opportunities for students to obtain credit for prior learning through a number of options however credit can only be awarded for learning, not merely for "experience. All credit awarded through Credit for Prior Learning (CPL) options must equate to a specific UWGB course or courses. Credit is not awarded as general elective credit. Credit cannot be awarded for a course that already appears on a student's transcript. Credit awarded through CPL does not count as credits in residence for the purposes of honors or degree program requirements.
    b. A portfolio checklist provides specific directions as to how the "Request for Credit for Prior Learning" can be obtained