Date: July 7, 2015

To: Deans (via Deans and Assistants listserv)
    University Council on Academic Affairs and Assessment (UCAAA)

From: Sarah C. Mangelsdorf, Provost and Vice Chancellor for Academic Affairs

RE: Approval of a Campus Policy for Credit by Departmental Exam for Undergraduates

The University Academic Planning Council has approved a campus-wide credit by departmental exam policy for undergraduates, effective fall 2015. Credit by department examination is one opportunity for undergraduate students to demonstrate mastery of material that is equivalent to what would be learned in a specific UW-Madison course through experiences that are not necessarily tied to a setting where academic credit is awarded. This policy fills a gap in defining how students may earn credit and is required by the Higher Learning Commission and UW System transfer policy.

Interested departments will have the opportunity to offer examinations based on specific UW-Madison courses they currently offer where students can demonstrate mastery of material that is equivalent to what would be learned in that course. Credit by exam offers students an efficient and economical way to earn credit for prior learning not covered by established policies such as regular course offerings, Advanced Placement, transfer credit, and retroactive credits. Departments can benefit by opening seats in high-demand courses otherwise filled by students who have already learned the material; students will be charged a fee for this service and a portion of that fee will be returned to departments to defray costs.

A copy of the approved policy is attached and also posted with UAPC documentation at [http://apir.wisc.edu/uapc/2014-15/UAPC2015061817_CreditByExam.pdf](http://apir.wisc.edu/uapc/2014-15/UAPC2015061817_CreditByExam.pdf). Information is also available in the Knowledge Base ([https://kb.wisc.edu/vesta/page.php?id=49600](https://kb.wisc.edu/vesta/page.php?id=49600)).

Starting in fall 2015, an approval process will be in place for departments to propose credit by exam for courses they offer. Implementation details will be available on the KB page and will be communicated to school/college curriculum coordinators and departments as they become available.

If you have questions about this policy, please contact Michelle Young (michelle.young@wisc.edu).

Attachment

Copies:
Crossroads Committee
Chairs and Directors (ac-deptchrs@lists.wisc.edu)
Jocelyn Milner, Director, Academic Planning
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Mo Bischof, Associate Vice Provost
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Michelle Young, Academic Planner, APIR
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