

CREDIT FOR PRIOR LEARNING POLICY (February 23, 2026)

PURPOSE

The University recognizes the need for vetting credit for learning as part of each student's academic and career pathway. The following regulations and processes are defined and enforced to ensure the quality of each student's holistic learning experience and the academic credentials awarded by the University.

SCOPE

This policy is a University policy that applies to all administrators, faculty, staff, and students. The Registrar is responsible for oversight of this policy.

POLICY

Schreiner University credit may be awarded for knowledge and skills gained both inside and outside of traditional college classes, including certificates, core completion, associate's degrees, and other credentials from community colleges, Schreiner's Center for Talent and Workforce Development (CTWD) and other continuing education and non-credit courses, micro-credentials, military services, work/on-the-job training, or life experiences. A student who is core-complete or brings an associate's degree from a Texas community college is considered core-complete at Schreiner University (see the Texas Higher Education Coordinating Board's website for Texas core requirements: <https://www.highered.texas.gov/new-program-development/texas-core-curriculum/>). Students are eligible to receive credit for prior learning only if they enroll in a degree-granting program at Schreiner University. Students interested in receiving credit for prior learning at an accredited higher education institution should reference the Transfer Admission policy.

Option 1: Work Completed at the CTWD

For programs completed at the CTWD, credit will be granted by policy according to Appendix A. Any new programs requesting to be included in Appendix A must be vetted by the relevant department chair or their designated subject matter expert in the area(s) in which credit will be given and presented to AAC as an Information Item by the department chair. This process should also be followed if any previously approved programs change their requirements. It is the responsibility of the Director of the CTWD to ensure that this approval process is completed.

Option 2: Non-credit coursework evaluation by nationally recognized organizations

Non-credit coursework outside of Schreiner University, such as rigorous employer and military training and education programs, or continuing education programs, can be evaluated by nationally recognized organizations who offer a recommended credit equivalency to degree granting institutions.

The American Council on Education's (ACE) Guide to Evaluation of Educational Experiences in the Armed Forces, National Guide to College Credit for Workforce Training, and ACE recommendations of college credit by examination, as well as ACE credit recommendations on the Joint Service Transcript, and other publications as recommended by ACE can be used to evaluate prior military experience. When evaluating

programs offered by the armed forces, the following military records shall be used by the University to verify successful completion of military service, and military training courses:

- a. Army/American Council on Education Registry Transcript System (“AARTS”).
- b. Sailor/Marine American Council on Education Registry Transcript (“SMART”).
- c. Community College for the Air Force (“CCAF”) transcript.
- d. Coast Guard Institute Military Education Transcript.
- e. DD Form 295, Application for the Evaluation of Learning Experiences During Military Service.
- f. DD Form 214, Certificate of Release or Discharge for Active Duty.

Option 3: Institutional assessment of course credit for prior learning

For work under all circumstances other than Option 1 and Option 2, a student must petition for prior learning to be considered for college credit at Schreiner, with the exception of courses included in the Core. Schreiner’s professional advisors should be consulted before submitting a petition. Petitions are submitted to the Registrar and reviewed in consultation with the relevant department faculty. The petition must specifically state the skills and knowledge gained equivalent to those taught in the course(s). The petition can include knowledge and skills gained from a wide variety of sources including but not limited to: Full or part-time jobs, independent reading and study, training program or in-service courses, volunteer work, cultural and artistic pursuits, military service, and travel study.

Institutionally prepared assessments of prior learning, such as challenge or final examinations, as well as a faculty expert’s analysis of a course syllabus, may be used to review non-credit certificate or training programs when no recognized evaluator is available. These assessments should be developed and conducted by qualified experts in the field of study. The institutional procedures used to validate prior learning should be objective to the extent that external evaluators would reach the same conclusion and are in line with national norms and standards. The University Registrar will maintain a list of assessments of these non-collegiate courses of study and credit will be granted accordingly as needed. Credit bearing coursework taken at an institution accredited by a body not recognized by the university (e.g., nationally accredited institutions or career colleges) may be assessed for prior learning credit by a qualified member of the faculty and/or an external credential evaluator (e.g., foreign transcript evaluation).

Credit for prior learning outside of Schreiner is posted to a student's transcript as soon as paperwork is processed by the Registrar's Office. Credits appear as transfer work because it is credit for learning that did not occur through enrollment in a Schreiner course.

Administrative Oversight: Provost & Vice President for Academic Affairs

Responsible for Implementation: Registrar

Rationale/Justification for Petition for Credit

Section A. Information from the Student

Use the text box below to justify why this credit should be granted. Include:

- Place and dates where work/experience was gained
- Name of Supervisor
- Types of work/experience

Section B. Information from the employer(s) to support section A above. Provide:

- Attach a signed letter from employer/supervisor(s) that verifies student work/experience
- Dates of work/experience (from-to)

Date Student's Signature

PLEASE SUBMIT TO THE REGISTRAR'S OFFICE FOR APPROVAL AND SIGNATURES

Approval

The program faculty and Registrar provide their recommendation or approval for this petition for credit.

Faculty: _____

Date: _____

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Appendix A: Equivalencies for programs offered by the CTWD (Example)

Viticulture Certificate to BS in Agriculture and Natural Resource Management

ANRM 2301 Principles of Natural Resource Management

ANRM 3303 Plant Biology

BSAD 1301 Introduction to Business

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