

Assessment of prior Learning for Transfer and Experiential Credit

Students who transfer from other academic institutions to MMU will have their transcripts assessed on an individual basis by a Mount Mary University admission counselor and a dietetics faculty advisor. Equivalent courses from local colleges and universities have been evaluated and approved for many of the courses required prior to admission to the program and will be accepted as transfer credits.

Courses in the Integrated Master of Science in Nutrition and Dietetics that include supervised experiential learning hours and can be substituted for by a dietetics course from another University if

1. The class has been taken within the last 3 years and
2. A grade of B or above has been achieved or the student can take a MMU exam and score 80% or above and
3. A syllabus must be provided. An evaluation of the course syllabus, course textbook and documentation of comparable length and scope of the supervised experiential learning experience will be done by the program director on an individual basis and
4. Credit for Prior Learning Committee approval.
5. No more than 15 credits can be accepted.
6. All students must take DTS 566 Medical Nutrition Therapy 2.

Supervised experiential learning experience in programs for diet technicians is not substituted for supervised experiential learning in the graduate program.

CREDIT FOR PRIOR LEARNING

The Credit for Prior Learning (CPL) program is designed to grant varying degrees of coursework and/or SEL demonstrated through classwork, paid work or volunteer experiences. The credit is not for the experience, but is given when an applicant demonstrates an increase in knowledge, learning and competence. Experiences considered for CPL must meet competencies required by Accreditation Council for Education in Nutrition and Dietetics (ACEND) and must be experience received within 3 years (36 months) of the start of the program.

The CPL committee has the authority to grant credit towards coursework and/or SEL hours from prior classwork and/or work experience for those individuals with extensive learning and professional competency acquired in and outside the academic setting. Approval is met by the instructor, director of the program, Chair, and School Dean together as the credit for prior learning committee.

All CPL must adhere to MM's policy Credit for Prior Learning.

CREDIT FOR PRIOR LEARNING CREDITS ALLOWED:

Students can apply for credit towards

- DTS 505 Advanced Human Nutrition-Macronutrients and Micronutrients
- DTS 564 Medical Nutrition Therapy 1
- DTS 575 Counseling Skills
- DTS 520 Management & Leadership
- DTS 521 Leadership in Food & Nutrition
- DTS 576 Nutrition Communications & Education
- DTS 570 Community Nutrition Management
- DTS 605 Leadership in Dietetics
- DTS 676 SEL in Community
- DTS 677 SEL in Management

CPL SPECIFICS:

If a student is granted CPL:

- The student will be waived from coursework.
- The tuition for the classes will be determined by credit, regardless of the amount of CPL granted. Program fees remain the same.
- Prior learning is only assessed AFTER students are accepted to the program.
- Applications for prior assessed learning must be submitted by June 15 of the year acceptance and start, so that the individuals can be scheduled to reflect credit that was given.
- SEL may be added throughout the coursework to assure students who receive CPL meet minimally 1000 hours of SEL.

COMPETENCIES:

The documented learning must be clearly and directly related to the competency statements required by ACEND for completion of the program. It is the responsibility of the student to obtain the class competencies from the Program Director for that specific rotation they are requesting credit. This will assist the student in preparation of the portfolio and help to demonstrate and clarify completion of competencies.

PORTFOLIO:

While the Program Director can provide guidance and assistance, it is the sole responsibility of each student to provide a portfolio of documentation (examples can include but not limited to: projects/assignments/previous job experiences related to the competency statements from work experience) that will serve as the basis for determination of credit towards waived classwork and/or SEL hours. The student must also obtain a letter verifying work experience from their employer(s)/supervisor(s)/instructor(S). The student must present the portfolio to the Program Director by June 15 of the start of the program.

CREDIT EXPLANATION:

The amount credit waived will be dependent upon the class being requested. If determined that the student will receive a waiver for prior experience, the program will be shortened accordingly (program fee is not adjusted).

Submission of a request for CPL credit does not guarantee that such credit will be awarded, in full or in part as requested. Applicants are encouraged to discuss potential CPL experiences with the Program Director prior to preparing and submitting the application materials to ensure greatest success.

AWARDING CREDIT:

Credit will only be awarded in the following manner:

A student is either waived from an entire class or a student must complete an entire rotation/class.

APPLICATION FOR CPL TO INCLUDE:

1. Experiences submitted for CPL evaluation must be classified by specific class name (i.e. DTS 570 Community Nutrition Program Management)
2. Projects, reports, presentations, and educational materials produced by the applicant which demonstrate advanced knowledge and skills will be evaluated for CPL credit. Job descriptions, transcripts, performance evaluations, letters from clients, and so on, can be used as supporting documentation of knowledge and skills, as applicable.
3. These supporting materials shall be clearly labeled and dated as to which experience(s) they are applicable. They may be neatly bound in a folder or portfolio cover or online portfolios.
4. Applications will be evaluated in a timely manner, and applicants informed of credit awarded (if any) prior to the start of the fall term.
5. Additional documentation / clarification of activities must be provided to the director upon request.

Failure to do so in a timely manner (48 hours of request) may preclude obtaining CPL credit.

PORTFOLIO FORMAT REQUIRED:

- 1. Cover Letter:** This letter is a short introduction to the evaluator outlining the area or areas that are covered in the portfolio. The student should list personal information, such as telephone numbers, e-mail address and regular mailing address in case the evaluator needs to make further contact to verify or clarify information about the portfolio, date and signature of student.
- 2. Table of Contents:** The table of contents should show the headings of the various subdivisions of the portfolio in order to assist the evaluator in reading the portfolio. Each item listed must have an accurate page number in the bottom center of the page. Be sure that the table of contents lists every item included in the portfolio.
- 3. Resume:** This is a brief description of personal information, employment, military and educational background. The resume serves as an introduction to the assessor. The resume must be typed and the maximum length should be no more than two pages.
- 4. Narrative of How This Area of Prior Learning Relates to the ACEND Competencies:** The applicant will want the narrative in this area to include: (1.) The subject matter for which you are seeking credit; specify how many hours of credit (2.) The area of the class into which CPL will fit. Projects with a narrative describing each experience, what was done, what was learned and how these apply to the ACEND learning objectives must be included (see example table below for how to specifically install the learning objectives into your work). Supporting materials such as samples of projects, newsletters, and materials produced by the applicant that demonstrate the competencies described should be included. Supporting materials may be returned to the applicant if requested, after they have been evaluated. The director may copy materials to keep in student's file for documentation purposes. Original summary form and narrative(s) will be maintained in the program file for the student.
- 5. A syllabus (provided by Director)** will highlight necessary competencies to complete.
- 6. An evaluation must be completed by the work / volunteer supervisor/instructor** in the form of a letter and evaluation for SEL. This can be an evaluation provided from the program or a letter from the supervisor describing the student's performance will be adequate. Evaluation is provided by the program to the supervisor.



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