

3.15 *Credit for Prior Learning*

3.15.1 Purpose

In recognition of the need to evaluate learning acquired from other sources, such as work experience, non-degree granting institutions, professional training, military training, or open source learning, the State Regents have adopted the following policy. State System institutions shall provide a systematic and comparable means through which students may be awarded credit for prior learning. State System policy should assure the maintenance of uniform academic standards with regard to the evaluation of experiences leading to the awarding of credit for prior learning, and provide for uniform transfer of credit for prior learning among State System institutions. State System institutions shall provide students with a means for evaluation of prior learning and shall develop institutional policies and procedures consistent with this policy. These policies should include provisions for oversight and periodic evaluation to protect the integrity and credibility of this program and academic credits.

3.15.2 Definitions

The following words and terms, when used in the policy, shall have the following meaning, unless the context clearly indicates otherwise:

“Prior Learning” is acquired outside the sponsorship of legally authorized postsecondary and higher education institutions accredited as degree-granting institutions. The term applies to learning acquired from, but not limited to, work and life experiences, non-degree granting institutions professional training, military training, or open source learning.

“Transcript” is the official document issued by an institution with student information that is a complete and accurate reflection of a student’s academic career. It includes information such as GPA, semesters of attendance, courses taken, grades and credit hours awarded, degrees received, academic standing, academic honors, and transfer information. The transcript may also include the CGPA.

3.15.3 Principles

- A. Students eligible to receive credit for prior learning must be enrolled or eligible to re-enroll at the institution awarding the credit.
- B. Credit awarded to a student for prior learning must be validated by successful completion of 12 or more semester hours at the awarding institution before being placed on the student's official transcript. An institutional policy exception to this provision must be requested by the institution and approved by the State Regents.
- C. State System institutions awarding credit for prior learning shall review and validate the learning on an individual basis using State Regents’ recognized or approved methods. The following publications and methods are among acceptable options for validating prior learning for awarding credit:
 1. American Council on Education (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.

2. The University of the State of New York's National College Credit Recommendation Service (CCRS).
 3. Standardized examinations such as College Board Advanced Placement (AP) or College Level Examination Program (CLEP) and the Defense Activity for Non-Traditional Education Support (DANTES).
 4. Degree-relevant prior learning credit awarded and transcribed by other institutions accredited as degree-granting institutions.
 5. Assessment of individual student portfolios using Council for Adult and Experiential Learning (CAEL) or other standardized guidelines.
 6. Higher Level courses in the International Baccalaureate Organization Diploma Program.
 7. Institutionally prepared assessments developed by qualified faculty with content expertise.
 8. Use of the systemwide assessment inventory of industry, technical, and other assessments associated with technology center programs that have been evaluated for college credit.
- D. Neither the ACT nor the SAT shall be utilized by State System institutions for awarding credit.
- E. Direct instruction or coursework from technology centers shall not be utilized by State System institutions for awarding credit through this policy.
- F. Through a faculty driven process, a systemwide technical assessment inventory shall be maintained and updated as needed by the State Regents. The inventory shall consist of State Regents approved industry, technical, and alternative assessment instruments and methods associated with technology center programs that have been evaluated for credit.
- G. Credit awarded for prior learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.
- H. Credit awarded for prior learning (number of semester hours and level) shall not exceed HLC standards and ACE recommendations.
- I. Examination scores, used to validate prior learning, must meet or exceed the minimums recommended by ACE for national examinations, at least a four (on a seven-point scale) in the Higher Level course in the International Baccalaureate Organization Diploma Program, and a grade level of C or better for locally developed examinations that validate non-technical coursework. Cutoff scores for locally developed and administered advanced standing examinations shall be established by

means of standard setting examinations.

- J. The institutional procedures used to validate prior learning should be objective to the extent that external evaluators would reach the same conclusion.
- K. Institutional technical assessments, to validate learning from non-degree granting entities not associated with technology centers, shall be developed by qualified faculty. These assessments may be submitted to the State Regents for review and, if approved by the State Regents, be listed on the systemwide technical assessment inventory.
- L. Institutions shall only award credit for prior learning in programs for which they are approved to offer by the State Regents. Institutions shall assign their own course title and number to the credit awarded and the neutral grades of pass (P) or satisfactory (S) shall be utilized to designate credit awarded for prior learning. Conventional letter grades shall not be used. All awarded credit for prior learning shall be appropriately identified by source and method on the transcript.
- M. Costs to students to assess credit should be comparable throughout the State System and reflect as closely as possible the actual costs for institutional administration. Institutional charges for evaluating prior learning, by means other than nationally developed examination, shall be based upon the actual costs of the evaluations. Charges for administration and recording of credit for prior learning based on nationally developed examinations shall be at the rate established by the national testing agency for the particular test. No other charges shall be made for the administration or recording of this credit.
- N. Credit for prior learning, once recorded at a State System institution, is transferable on the same basis as if the credit had been earned through regular study at the awarding institution.

3.15.4 Oversight and Evaluation

To protect the integrity and credibility of this policy, State System institutions shall report the following information:

1. Documentation for all credit awarded for prior learning, to include the method(s) used, the amount of credit awarded by each method, and the total number of credit hours awarded through this policy. Detailed information on reporting is available in the *Academic Affairs Procedures Handbook*.
2. Summary information of credit awarded through prior learning assessments will be regularly reported to the State Regents.

3.15.5 Compliance with Policy

This policy shall apply at all State System institutions. It is also recommended for the consideration and use of independent institutions in order that standards of education relating to credit for prior learning be comparable for students at all institutions of Oklahoma higher education.

Institutions may establish higher standards or use other validation methods to meet these standards, as approved by the State Regents.

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