

3.15 CREDIT FOR EXTRAINSTITUTIONAL LEARNING

3.15.1 Purpose

In recognition of the need to evaluate learning which has taken place outside of the formal higher education structure, the State Regents have adopted the following policy. The State System should provide a systematic and comparable means through which students might be awarded credit for extrainstitutional 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 extrainstitutional learning, and provide for uniform transfer of credit for extrainstitutional learning among institutions of the system. State System institutions should develop institutional policies for evaluating extrainstitutional learning and for awarding credit consistent with this policy. These policies should include provisions for oversight and periodic evaluation to protect the integrity and credibility of this program.

3.15.2 Definitions

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

“Extraintitutional Learning” is attained outside the sponsorship of legally authorized and accredited postsecondary institutions. The term applies to learning acquired from work and life experiences, independent reading and study, the mass media and participation in formal courses sponsored by associations, business, government, industry, the military and unions.

“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. Includes information such as cumulative and retention/graduation GPAs, semesters of attendance, courses taken, grades and credit hours awarded, degrees received, academic standing, academic honors, and transfer information.

3.15.3 Policy and Procedures

- A. Students eligible to receive credit for extraintitutional learning must be enrolled or eligible to re-enroll at the awarding institution.
- B. Advanced standing credit for extraintitutional learning awarded to a student 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 extraintitutional learning must validate credit on a course-by-course basis. The following publications and methods are acceptable for validating extraintitutional learning for awarding credit:

1. American Council on Education (ACE) Guide to Evaluation of Educational Experiences in the Armed Forces, National Guide to Educational Credit for Training Programs, and Guide to Educational Credit by Examination, as well as credit transcribed by ACE on the Army/ACE Registry Transcript System (AARTS) and the Sailor/Marine ACE Registry Transcript (SMART), and other publications as recommended by ACE.
 2. New York Regents' College Credit Recommendations: The Directory of the National Program on Noncollegiate Sponsored Instruction (PONSI).
 3. The College Board Advanced Placement (AP) Program.
 4. Degree-relevant extrainstitutional learning credit awarded and transcribed by other accredited institutions.
 5. Individual 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 examinations.
- D. Neither the ACT nor the SAT shall be utilized by State System institutions for awarding credit.
- E. Credit awarded for extrainstitutional learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.
- F. Credit awards for extrainstitutional learning (number of semester hours and level) shall not exceed the recommendations of ACE.
- G. Examination scores, used to validate extrainstitutional 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. Cutoff scores for locally constructed and locally administered advanced standing examinations shall be established by means of standard setting examinations.
- H. Institutional validation procedures should be objective to the extent that external evaluators would reach the same conclusion given the material reviewed.
- I. Institutions may award credit for extrainstitutional learning only in those courses or program areas for which they are approved to offer by the State Regents. Institutions shall assign their own course title and number to the credit awarded. The neutral grades of pass (P) or satisfactory (S) will be utilized to designate

credit awarded for extrainstitutional learning. Conventional letter grades shall not be used. All credit entries for extrainstitutional learning shall be appropriately identified on the transcript.

- J. Costs to students for establishment of credit should be comparable throughout the State System, and should reflect as closely as possibly the actual costs for institutional administration of the program. Institutional charges for evaluating extrainstitutional 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 extrainstitutional 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.
- K. Credit for extrainstitutional 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 Compliance with Policy

- A. This policy shall apply at all institutions in the State System. It is recommended for the consideration and use of independent institutions also in order that standards of education relating to credit for extrainstitutional learning awarded by advanced standing examination may 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 by submitting approval requests to the State Regents for approval.

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