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:

“Extrainstitutional 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. 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 Policy and Procedures

A. Students eligible to receive credit for extrainstitutional learning must be enrolled or eligible to re-enroll at the awarding institution.

B. Advanced standing credit for extrainstitutional 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 extrainstitutional learning must validate credit on a course-by-course basis. The following publications and methods are acceptable for validating extrainstitutional 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.


3. The College Board Advanced Placement (AP) Program.

4. Degree-relevant extramural learning credit awarded and transcripted 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 extramural learning may be applied to a degree program subject to meeting the requirements of the institution conferring the degree.

F. Credit awards for extramural learning (number of semester hours and level) shall not exceed the recommendations of ACE.

G. Examination scores, used to validate extramural 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 extramural 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.