

OKLAHOMA STATE UNIVERSITY INSTITUTE OF TECHNOLOGY
POLICY & PROCEDURES LETTER

Credit for Extracurricular Learning	2-018 ACADEMIC AFFAIRS July 2010
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POLICY

- 1.01 Students eligible to receive credit for extracurricular learning must be enrolled or eligible to re-enroll at Oklahoma State University Institute of Technology.
- 1.02 Advanced standing credit for extracurricular learning awarded to a student must be validated by successful completion of 12 or more semester hours at Oklahoma State University Institute of Technology before being placed on the student's official transcript. Should Oklahoma State University Institute of Technology wish to have a policy exception to this provision, it must be requested by the institution and approved by the State Regents.
- 1.03 State System institutions awarding credit for extracurricular learning must validate credit on a course-by-course basis. The following publications and methods are acceptable for validating extracurricular 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 the ACE.
 2. New York Regents' College Credit Recommendations: The Directory of the National Program on Noncollegiate Sponsored Instruction (PONSI).
 3. The College Board of Advanced Placement (AP) Program.
 4. Degree-relevant extracurricular 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 will be approved by the appropriate Division Chair.

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- 1.04 Neither the ACT nor the SAT shall be utilized for awarding credit.
- 1.05 Credit awarded for extrainstitutional learning may be applied to a degree program as long as it meets Oklahoma State University Institute of Technology degree requirements.
- 1.06 Credit awards for extrainstitutional learning (number of semester hours and level) shall not exceed the recommendations of ACE, and shall be determined on a case by case basis. Both the Registrar and Chief Academic Officer must provide final approval.
- 1.07 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, endorsed by a faculty member and Division Chair from another academic unit, and approved by the Division Chair.

In technical programs where the course is Theory/Lab, the examination must include both theory and lab components. The performance (lab) portion must include the reviewer's notes regarding the procedures demonstrated. (For example, in a Machine Tool program, a course in Introduction of Manufacturing may have as its major outcome competencies the expectation that the student is able to measure and saw, grind, turn and bore to a specified tolerance as noted in a set of drawings with specifications. The reviewer must observe the student's performance, and his/her written comments must include information regarding the student's demonstration and the tolerances yielded. (Were these tolerances within an acceptable range? Would a student who completed the course receive at least a grade of "C" or better for this demonstration?))

- 1.08 Institutional validation procedures should be objective to the extent that external evaluators would reach the same conclusion given the material reviewed.
- 1.09 Oklahoma State University Institute of Technology may award credit for extrainstitutional learning only in those courses or program areas for which it is approved to offer by the State Regents. Oklahoma State University Institute of Technology will assign its 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.
- 1.10 Costs to the student should reflect as closely as possible the actual costs for institutional administration of the program. Institutional charges for evaluating extrainstitutional learning, by means other than nationally developed examination,

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shall be based upon the actual costs of the evaluations. Charges for administration and recording of credit for extracurricular 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 of recording of this credit.

- 1.11 Credit for extracurricular learning is transferable on the same basis as if the credit had been earned through regular study.
- 1.12 Oklahoma State University Institute of Technology may establish higher standards or use other validation methods to meet these standards by submitting requests to the State Regents for approval.

PROCEDURES

Advanced Standing for Technical Courses

- 2.01 The faculty member or advisor will evaluate a student's request for advanced standing credit, and determine if the request has merit. In the case of a student with a *CareerTech* transcript, industry certifications or licensure, or a veteran with evidence of a military education and training, the faculty member will compare the OSUIT course competencies with the competencies associated with the documentation. If there is at least an 80% match, the faculty member may recommend the course(s) to be considered for advanced standing credit.
- 2.02 There may be instances where it is more appropriate for a student to demonstrate competency through the administration of a comprehensive written and/or performance final exam for a specific course. In this case, all evaluator notes and testing rubrics, in addition to any student written work, becomes required documentation for submission. If there is at least an 80% match, the faculty member may recommend the course(s) to be considered for advanced standing credit.
- 2.03 The faculty member shall attach the documentation to the Request for Advanced Standing Form, sign approval, and forward to the Division Chair.
- 2.04 The Division Chair will review the faculty member's recommendation for the award of advanced standing based on the attached documentation. His or her signature on the form is required and indicates division approval of the request.
- 2.05 A copy of the signed form and documentation will be kept in the student's file in the division office. The original set of documents will be forwarded to the Registrar's Office.
- 2.06 The Registrar will review the submission as well as the appropriateness of the documentation relative to the course(s) requested for advanced standing.

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- 2.07 Once the Registrar approves the request for advanced standing credit, and verifies the student has successfully completed 12 hours on this campus, the form will be sent to the Bursar for posting and signature, and then be returned to the Registrar for final processing. Should the student not have completed 12 hours, the form will be held in the Registrar's Office.
- 2.08 Advanced standing credit is posted to the student's academic record upon successful completion of 12 hours and payment of the advanced standing fee to the Bursar.

Advanced Standing through CLEP

- 3.01 CLEP is the College Level Examination Program, which is a nationally recognized testing program that consists of a series of examinations that test an individual's college level knowledge gained through course work, independent study, cultural pursuits, travel, special interests, military service schools, and professional development. The American Council on Education (ACE) recommends the minimum score for awarding credit but each institution determines its acceptable score and the amount of credit granted for each examination.
- 3.02 The Assessment Center takes responsibility for administering CLEP exams. Specific guidelines are in place for students wishing to take advantage of this service. Students must pay a fee for each exam at the Bursar's Office, and while multiple attempts are allowed, six months must pass between attempts on an individual exam.
- 3.03 Students receive their score at the completion of each exam, and will know immediately if they have achieved a passing score.
- 3.04 Documentation on a student passing a CLEP exam is forwarded to the Registrar's Office for posting to the student's academic record.
- 3.05 As this is a national exam, students are not required to successfully complete 12 hours before this credit is posted to their academic record.

Advanced Standing for Specific OSUIT Arts & Sciences Courses

- 4.01 The Assessment Center offers Advanced Standing exams in five (5) specific general education courses:
- a) CS 1013 Computer Literacy and Applications
 - b) ENGL 1033 Technical Writing I
 - c) ENGL 1113 Freshman Composition I
 - d) MATH 1513 College Algebra
 - e) MATH 2003 Business Mathematics
- 4.02 Students may test only through the first week of classes, and a student may not take an advanced standing exam in a course which they have already taken.

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- 4.03 There is no charge for a student to take one of these five exams.
- 4.04 Students receive their score at the completion of each exam, and will know immediately if they have achieved a passing score.
- 4.05 Documentation on students passing these advanced standing exams is forwarded to the Registrar's Office.
- 4.06 Advanced standing credit is posted to the student's academic record upon successful completion of 12 hours and payment of the advanced standing fee to the Bursar.

Substitution of Required Courses

- 5.01 A lower-division course may not be substituted for an upper-division course requirement.
- 5.02 The Division Chair of Arts & Sciences, as well as the Registrar, must sign approval of a request that involves the substitution of one general education course for another. Likewise, technical division chairs are responsible for technical coursework under their degree programs.
- 5.03 In the event the online substitution request form is utilized, the procedure shall be as follows:
 - a. The division must print a copy of the request and forward a signed copy (by division chair) to the Registrar's Office.
 - b. It is the student's responsibility to ensure that any previous college transcripts have been submitted to Admissions. The Registrar can then view the transcript via the imaging system.
- 5.04 Once the Registrar approves the request for a substitution of a required course, the request will be forwarded to the Chief Academic Officer for final approval and signature, then returned to the Registrar for final processing and posting to both the student's academic record and Bursar's account.
- 5.05 If the Registrar or Chief Academic Officer fails to approve, the reason will be noted on the request form and returned to the division office.

Waiving of Required Courses

- 6.01 Required courses in English, American History and American Government cannot be waived.
- 6.02 The total number of semester credit hours required for a degree cannot be reduced.
- 6.03 The Division Chair, as well as the Registrar, must sign approval on a written request to waive one or more courses.

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- 6.04 Once the Registrar approves the request for a waiver of one or more required courses and the course(s) to be substituted, the request will be forwarded to the Chief Academic Officer for final approval and signature, and then returned to the Registrar for final processing and posting to the student account.

- 6.05 If the Registrar or Chief Academic Officer fails to approve, the reason will be noted on the written request and returned to the division office.

Note: Approval by the Registrar will be the assurance that the request is consistent with campus and Regents' policy. Approval by the Chief Academic Officer will verify the appropriateness of content, impact on an approved degree program, future impact on similar requests, to ensure campus consistency, and similar practices.

Approved: July 2010