

Minnesota State University, Mankato
University Policy

Policy Name: Credit for Prior Learning for Undergraduate Students	Effective Date of Policy August 8, 2014
Custodian of Policy: Provost and Senior Vice President for Academic Affairs	Date of Last Review Initiated September 2013
Date of Adoption August 8, 2014	Date of Next Review September 2020

Policy

Minnesota State University, Mankato recognizes students may learn college-level material outside of the classroom. The University provides an opportunity for students to obtain college credit for these learning experiences.

Prior-learning credits do not count toward the University's residency requirements.

An examination for prior learning credits may not be repeated for the same course.

Prior Learning can be evaluated using one or more of the following methods: Advanced Placement (AP), College Level Examination Program (CLEP), Military Course Completion using the American Council on Education (ACE) Guidelines, and Course Specific Examinations to be determined by each academic department.

Advanced Placement (AP)

Minnesota State Mankato awards credit for AP examinations. Credits are granted for a score of 3, 4, or 5 in the following areas:

Art	Languages (French, German, Spanish)
Accounting	Music
Business	Political Science
Computer Science	Psychology
Economic Sciences	Mathematics
English	History

Students must insure AP examination scores are forwarded to the University in order for the credit review process to occur. Original AP examination scores must be submitted for determination of credits to be awarded. Students should avoid registering for courses for which AP credit may be granted. AP credit granted by other colleges/universities is not automatically granted by Minnesota State Mankato.

International Baccalaureate (IB)

Minnesota State Mankato may award academic credit to students who complete an International Baccalaureate (IB) diploma in high school. Students may earn specific University course credits by demonstrating a specified level of performance on selected higher level (HL) and/or standard level (SL) standardized IB examinations taken prior to enrolling at the University. Students must forward IB examination scores to the University to initiate the credit review process. IB credit granted by other colleges/universities does not automatically translate into course credit at Minnesota State Mankato and original IB examination scores must be submitted for determination of credits to be awarded.

Project Lead the Way (PLTW)

Minnesota State Mankato may award academic credit to students who complete a full three-course sequence of Project Lead The Way courses in high school. Students may earn specific University course credits by demonstrating a specified level of performance on selected course sequences taken prior to enrolling at the University. Project Lead The Way (PLTW) courses are articulated differently at every college or university, and different credit is awarded for different majors depending on the specific program of study. Students should avoid registering for courses for which PLTW credit may be granted. Students must forward their PLTW scores to the University to initiate the credit review process. PLTW credit granted by other colleges or universities does not automatically translate into course credit at Minnesota State Mankato, and original PLTW scores must be submitted for determination of credits to be awarded.

College Level Examination Program (CLEP)

Minnesota State Mankato awards academic credit if certain scores are achieved on College Level Examination Program (CLEP) tests. Minnesota State Mankato credits are granted based on the American Council of Education's (ACE) recommended credit-granted score guidelines. Credit will be granted for computer-based general or subject exams if a score of 50 or greater is obtained (based on a CLEP 20-80 scale). Exceptions include the Level 2 foreign-language examinations, as recommended by the ACE, for which a minimum score of 63 for German language, 62 for French language and 66 for Spanish language is required. Students who submit scores from "paper-and-pencil" test administrations that preceded the computer based CLEP examinations will have their scores evaluated using the current benchmarks as defined by the American Council of Education (ACE) at <http://www.acenet.edu> (search for "CLEP")

Military Course Completion using the American Council on Education (ACE) Guidelines

Minnesota State Mankato may grant credit for military course completion after review of each applicant's military service experience. The University does not grant credit for position responsibilities or on-the-job training activities. A student's military service documents are examined utilizing the American Council of Education (ACE) guides.

Course Specific Examinations

The evaluation of prior learning using course specific examinations is done by University faculty who teach the subject matter. Faculty will determine the content areas eligible for assessment. Course Specific Examinations may include an essay, exam, portfolio, research paper, research project, or presentations/performances. Examinations cannot be offered in areas in which the University does not have faculty expertise.

Course-Specific Examination Standards:

1. A competence must have a subject area in which theoretical and practical elements can be identified and verified.
2. Recognition for prior learning does not encompass experience alone.
3. Prior learning outcomes must be current.
4. Prior learning must have a general applicability outside the specific situation in which it was acquired.
5. Prior learning must be publicly verifiable.
6. Prior learning must be college level. The learning should be uniquely distinguished from learning everyone gains through common life experiences and should relate to the course and subject matter for which the student is requesting credit.

Procedures

Advanced Placement

1. AP examinations are scored on a 5-point scale, and students can earn grades ranging from 1-5 (1 being lowest). Examinations generally cover two semesters of college-level credit.
2. Academic departments determine the specific courses for which credit shall be awarded.
3. AP credit is considered non-resident credit for purposes of graduation.
4. Any substitution in the granting of course credits is determined by the academic departments.
5. A list of the number of credits awarded and the courses to which they apply is available from the Admissions Office.

International Baccalaureate

1. IB examinations are scored on a 7-point scale, and students earn grades ranging from 1 (very poor) to 7 (excellent).
2. Students submitting IB examination scores to the University should not enroll in courses for which IB credit may be granted.
3. Academic departments recommend the university course(s) for which credit shall be awarded based on the score level achieved on the IB examination(s). At a minimum, elective credit will be awarded to students who successfully earned a passing score of 4 or higher.
4. IB credit is considered non-resident credit for purposes of graduation.
5. A list of the number of credits awarded and the courses to which they apply is available from the Admissions Office.

Project Lead the Way (PLTW)

1. The student's high school must be certified in the PLTW program.
2. The student must have earned a class grade of 80% or higher on any PLTW course.
3. The student must obtain a minimum Stanine score of 4 (out of 9) on the End of Course assessment (i.e., final exam) for EACH of the three courses taken.
4. Academic departments determine the specific courses for which credit shall be awarded.
5. Any substitutions in the granting of course credits are determined by academic departments.
6. A list of the available course credits to be awarded is available through the Admissions Office.
7. PLTW credit is considered non-resident credit for purposes of graduation.

College Level Examination Program (CLEP)

1. Students must request that CLEP scores be sent to the Minnesota State Mankato Office of Admissions to initiate the process of determining which credits may be granted.
2. Upon receipt of a student's CLEP score in the Registrar's Office, a University staff member evaluates the scores, utilizing course equivalency guidelines previously developed by academic departments. Once this process is complete a credit evaluation report will be mailed to the student by the Registrar's Office.
3. CLEP credits granted by other colleges/universities do not automatically translate into course credits at Minnesota State Mankato. Original examination scores must be submitted for determination of credits to be awarded.
4. Students are not eligible to take CLEP exams that cover University course work for which credit has been earned at any current or prior college/university.
5. Students will not be awarded double credit for a course if both General and Subject exams have been taken in related areas.
6. There is no limit on course credits granted based on CLEP exam scores. However a student must complete a minimum of 30 undergraduate semester credit hours from Minnesota State Mankato in order to earn a Minnesota State Mankato degree.
7. For information regarding CLEP testing sites, cost and contact information please visit <http://www.collegeboard.com/student/testing/clep/reg.html>

Military Course Completion using the American Council on Education (ACE) Guidelines

1. Military credit is entered onto a student's record as lower division elective credit on a "pass" (no letter grade) basis. Individual departments may, at their discretion, utilize these credits for majors and/or minors.
2. Military credit is considered non-resident credit for purposes of graduation.
3. The University has determined that Basic Training does substitute for Performance and Participation course work in General Education.
4. The University does not limit the number of credits which can be obtained through military service experience.

Course Specific Examinations

1. The University will post online a list of courses eligible for Credit for Prior Learning Examinations.
2. Credit for Prior Learning through Course-Specific Examinations may not be available during the summer terms and/or other days when faculty are not on duty.
3. The Credit for Prior Learning by Examination form is available at the Office of the Registrar.
4. The type of examination is determined by the faculty in the academic program and may utilize one or more of the following methods: essay, exam, portfolio, research paper, research project, or presentations/performances.
5. The student will pay a fee of \$35 per credit.
6. The faculty will report the results of the examination on the form and submit the form to the Registrar's office for processing.
7. The Registrar's office will record results of the examination on the student's transcript for the term in which the student registers.
8. An official grade of Pass or No Credit will be posted on the transcript.

Rationale

The credit for prior learning options available at the University allow students an opportunity to gain academic credit for previous learning experiences gained outside of traditional academic settings.

The Advanced Placement (AP) Program is sponsored by the College Entrance Examination Board and administered by Educational Testing Services (ETS). AP allows secondary students to participate in college-level course work while in high school. Students may receive credit, advanced placement or both from colleges and universities that participate in the AP program.

The International Baccalaureate (IB) program is a two-year high school curriculum through which students facilitate geographic and cultural mobility and promote international understanding by a shared academic experience. The IB curriculum and examination consists of six subject groups: Language A, Language B, Individuals and Societies, Experimental Sciences, Mathematics, and Electives. IB Diplomas are awarded to eligible students who have completed at least one subject from each of the subject groups and have fulfilled additional diploma level requirements. Students who have not completed requirements of the IB Diploma are awarded a Certificate for the examinations completed. Minnesota State University, Mankato's policy is based upon Minnesota State Colleges and Universities (MnSCU) Board Policy 3.16.

Project Lead the Way is a program for middle school and high school students offering a hands-on, activities-, project-, problem-based (APPB) comprehensive curriculum across the fields of science, engineering, technology, and mathematics (STEM). The high school level courses offer students the opportunity to earn college level credit. PLTW's high school programs are Pathway To Engineering (PTE) and Biomedical Sciences (BMS); they are aligned with national standards in STEM education for rigorous, focused and engaging study, developing students' innovative, collaborative, critical-thinking and problem-solving skills. Faculty and staff from the Minnesota State Colleges and Universities (MnSCU) system, the Minnesota joint affiliate institution, provide teacher training and regional support for schools seeking certification and delivering PLTW curricula.

The College Level Examination Program (CLEP) provides an opportunity for students to demonstrate college-level knowledge acquired through prior experience, independent study, and/or cultural pursuits. The general examinations test knowledge gained in broad areas of study. The subject examinations demonstrate specific knowledge or skills gained through job experience, outside course work and/or specialized independent reading. For information about the equivalent courses determined by Minnesota State Mankato for CLEP examinations visit <http://www.mnsu.edu/admissions/transfer/transfer/clep.html>.

Acceptable Military Services experiences take different forms. These experiences may include, but are not necessarily limited to: Military Courses (classes developed and taught by military personnel); University Course Work (classes taken at regionally accredited two or four-year institutions while in the military); and Examinations (CLEP as well as the CLEP portion of DANES Language School). These experiences are reported to colleges and universities in the following ways: Army/ACE Registry Transcript System (AARTS) transcripts; DD295 Forms (Navy, Coast Guard and Marines); Community Colleges of the Air Force transcripts; Department of Defense Forms (DD214); Certificates of Completion.

The credit for prior learning through a course-specific examination process allows students to receive academic credit for prior learning experiences for a limited number of lower-division and upper-division undergraduate courses at the University. This option allows students to earn credits by completing an examination prepared by appropriate University faculty members to measure course outcomes. Minnesota State University, Mankato's policy is aligned with Minnesota State Colleges and Universities (MnSCU) Board Policy 3.35.1.