

## EXTRAINSTITUTIONAL LEARNING CREDIT

Extracurricular learning is defined as learning that 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.

OSU-Oklahoma City encourages capable students to seek extracurricular learning credit for knowledge they may have acquired in a variety of ways.

## GENERAL REQUIREMENTS

- The student must be enrolled or eligible to re-enroll for credit at OSU-Oklahoma City during the semester or session in which he or she takes/applies for extracurricular learning credit.
- The course(s) must be a part of an OSU-Oklahoma City degree program or certificate.
- Students must have a current state-issued photo identification card or an OSU-Oklahoma City student ID.

The national standardized subject examinations, if available, are the mandatory testing methodologies for extracurricular learning credit.

## APPLICATION TOWARD DEGREE REQUIREMENTS

The amount of extracurricular learning credit that may be applied toward a degree at OSU-Oklahoma City is subject to the Oklahoma State Regents for Higher Education requirements. The OSU-Oklahoma City division head or designee determines the application of the extracurricular learning credit towards the OSU-Oklahoma City degree or certificate.

Extracurricular learning credit is not considered residence credit and thus will not satisfy the "residence requirement" for graduation purposes (see official catalog). The application of the OSU-Oklahoma City extracurricular learning credits at another higher education institution is determined by that higher education institution.

## COST

The student is responsible for any costs associated with extracurricular learning credits. These fees must be paid prior to the evaluation or examination. The fees are not refundable – even if no credit is earned.

## POSTING

Extracurricular learning credit will be posted on a student's permanent OSU-Oklahoma City academic transcript after it is validated by the successful completion of 12 or more semester hours of academic work within the Oklahoma State University system, some of which must be completed as OSU-Oklahoma City resident credit. If proficiency is demonstrated, the credit will be posted as a "CBE-P" for pass. It will be posted to the student's permanent transcript under the OSU-Oklahoma City division number and course title.

## TRANSFER OF CREDITS

Extracurricular learning credit, once posted to a student's permanent academic record, is transferable on the same basis as if the credit had been earned through regular study at the awarding institution.

## ADVANCED PLACEMENT (AP) ADMINISTERED BY THE COLLEGE ENTRANCE EXAMINATION BOARD

OSU-Oklahoma City grants credit for scores in the College Board's Advanced Placement Program (AP) as indicated below. High school students may take examinations for college-level credit while still in high school. Students should contact their high school counselor to obtain assistance with testing arrangements.

Questions concerning the Advanced Placement program should be directed to: AP Services, (888) 225-5427, email [apstudents@info.collegeboard.org](mailto:apstudents@info.collegeboard.org) or visit the website at [www.collegeboard.com/ap](http://www.collegeboard.com/ap).

Scores of one and two (1 and 2) are not acceptable for credit. Please check with the OSU-Oklahoma City, Office of the Registrar for additional details, 900 North Portland, Oklahoma City, OK 73107, telephone (405) 945-3291 or email [okc.records@okstate.edu](mailto:okc.records@okstate.edu). Examinations accepted at OSU-OKC is listed below.

AP Examination	Minimum Score	OSU-OKC Equivalent Course	Semester Hours
Biology	3	BIOL 1303 & 1311	4
Calculus AB	3	MATH 2145	5
Calculus BC	3	MATH 2145	5
Chemistry	3	CHEM 1315	3
	4	CHEM 1315 & 1515	4
Computer Science A	3	CIS 2323	3
English Language & Composition	3	ENGL 1113	3
	4	ENGL 1113 & 1213	6
English Literature & Composition	3	ENGL 1113	3
	4	ENGL 1113 & 1213	6
Government & Politics: U.S.	3	POLS 1113	3
History: U.S.	3	HIST 1483 & 1493	6
Macroeconomics	3	ECON 2013	3
Microeconomics	3	ECON 2023	3
Physics 1	3	PHYS 1114	4
Physics 2	3	PHYS 1214	4
Physics C: Mechanics	3	PHYS 2014	4
Physics C: Electricity & Magnetism	3	PHYS 2114	4
Psychology	3	PSYC 1113	3
Spanish	3	SPAN 1113, 1223	6
	4	SPAN 1113, 1223, 2113	9
Statistics	3	STAT 2013	3



OKLAHOMA CITY

# EXTRAINSTITUTIONAL LEARNING CREDIT



## COLLEGE LEVEL EXAMINATION PROGRAM (CLEP)

OSU-Oklahoma City is a national test site for the College Board's CLEP, and we administer all general and subject examinations. These tests are by appointment Monday through Friday in the Testing and Assessment Center, Student Center, Room 104. Questions can be directed to (405) 945-8648.

If students are not successful in the first attempt on a test, they must wait three months to retest. Students must pay OSU-Oklahoma City an administrative fee of \$20 for each test, and \$89 to CLEP. One form of valid and acceptable government-issued identification with name, photo, and signature is required to take these tests. Students will receive the unofficial results of their CLEP exam the same day it is administered, with a few exceptions.

CLEP exams are normally recognized by other colleges and universities; however, students submitting CLEP results to other institutions are encouraged to obtain the school's testing policy and requirements before taking the test.

Correspondence about the administration of CLEP tests at OSU-Oklahoma City should be addressed to the Testing and Assessment Center, OSU-Oklahoma City, 900 North Portland, Oklahoma City, OK 73107, okc.testing@okstate.edu or telephone (405) 945-8648. Questions about the CLEP program and other test centers should be addressed to the Director, College Level Examination Program; call toll free (800) 257-9558 or email clep@info.collegeboard.org. The web site is [www.collegeboard.com/clep](http://www.collegeboard.com/clep).

CLEP Subject Examination	Minimum Score	OSU-OKC Equivalent Course	Semester Hours
Accounting, Financial	50	ACCT 2103	3
American Government	50	POLS 1113	3
Biology, Principles of	50	BIOL 1303 & 1311	4
Business Law, Introductory	50	BUS 2333	3
Chemistry, General	50	CHEM 1315	5
College Algebra	50	MATH 1513	3
College Composition*	50	ENGL 1113	3
College Composition*	58	ENGL 1113 & ENGL 1213	6
History of the U.S., Part I	50	HIST 1483	3
History of the U.S., Part II	50	HIST 1493	3
Human Growth and Development	50	PSYC 2213	3
Macroeconomics, Introduction to	50	ECON 2013	3
Microeconomics, Introduction to	50	ECON 2023	3
Management, Principles of	50	MGMT 2103	3
Marketing, Principles of	50	MKT 2273	3
Mathematics	50	MATH 1413	3
College Psychology	50	PSYC 1113	3
Introductory Sociology	50	SOC 1113	3
Spanish Language	50	SPAN 1113 & 1223	6
Spanish Language	63	SPAN 1113, 1223, 2113	9
Spanish Language w/writing	65	SPAN 1113, 1223, 2113, 2133	12



## AMERICAN COUNCIL ON EDUCATION (ACE) NON-COLLEGIATE LEARNING EXPERIENCES

OSU-Oklahoma City awards credit for educational experiences provided by certain business, industrial and governmental agencies. Credit is awarded on the basis of recommendations made by the American Council on Education in its publication "The National Guide to Educational Credit for Training Programs" and also by the publication "College Credit Recommendations: The Directory of the National Program on Non-collegiate Sponsored Instruction."

Students may present certificates of completion or a transcript from the ACE Registry of Credit Recommendations to the Office of Admissions or the Office of the Registrar for evaluation. Registry transcripts can be requested from the Center for Adult Learning and Educational Credentials, American Council on Education, One Dupont Circle, Suite 250, Washington, DC 20036-1193, Attn: Registries, or by phone at (202) 939-9434. The grade of "CBE-P" (pass) is assigned to all credit awarded in this manner.

The head of the division in which a student will earn a degree at OSU-Oklahoma City will determine how this credit applies toward the degree. For further information contact the Registrar Services Office, OSU-Oklahoma City, 900 North Portland Ave., Oklahoma City, OK 73107, okc.records@okstate.edu or telephone (405) 945-3291.

## MILITARY LEARNING EXPERIENCES

OSU-Oklahoma City awards credit for educational experiences acquired during military service according to the recommendations of the American Council on Education as published in "The Guide to the Evaluation of Military Experiences in the Armed Services." Students who wish to establish credit for educational experiences in the military should submit their Joint Service Transcript (JST) transcripts to the Veterans Services Office, OSU-Oklahoma City, 900 N. Portland Ave., Oklahoma City, OK 73107. For details call (405) 945-8692 or email [okc.va@okstate.edu](mailto:okc.va@okstate.edu).

The policies governing the acceptance of credit awarded for military experience toward satisfying degree requirements vary among the degree recommending department at OSU-Oklahoma City. Students should contact the department head for more specific information. The grade of "CBE-P" (pass) is assigned to all credit awarded for military training or through standardized testing.

## INTERNATIONAL BACCALAUREATE (IB)

OSU-OKC does not award college credit.

## OSU-OKLAHOMA CITY DIVISIONAL CREDITS ADVANCED STANDING EXAMINATION(S)

OSU-Oklahoma City offers a number of divisional advanced standing examinations. There is a fee for each examination. The Testing and Assessment Center administers most of the examinations. Interested students should (1) contact the division responsible for offering the course (2) pick up an application from the division responsible for the class and (3) pay the fees in the Business Services.

## OTHER ACCREDITATION, LICENSURE OR CERTIFICATION

OSU-Oklahoma City awards credit for educational experiences provided by certain business, industrial and governmental agencies. Credit is awarded on the basis of recommendations from the OSU- Oklahoma City division head (or designee) for certain accreditation, licensure or certifications. Students should present official certificate(s), license(s) and/or other official documentation to the OSU-Oklahoma City division head (or designee).

The grade of "CBE-P" (pass) is assigned to all credit awarded in this manner. The head (or designee) of the division in which a student will earn a degree at OSU-Oklahoma City

will determine how this credit applies toward the degree. For further information, students should contact the appropriate OSU-Oklahoma City division as listed below.

<b>BUSINESS &amp; AGRICULTURE TECHNOLOGIES</b>
(405) 945-3358
<b>HEALTH SCIENCES</b>
(405) 945-3210
<b>LIBERAL ARTS</b>
(405) 945-6718
<b>HUMAN SERVICES</b>
(405) 945-9154
<b>STEM</b>
(405) 945-3220

For more information on Extracurricular Learning Credit at OSU-Oklahoma City, call the Registrar's Office at (405) 945-3291 or email [okc.records@okstate.edu](mailto:okc.records@okstate.edu).



Oklahoma State University, as an equal opportunity employer, complies with all applicable federal and state laws regarding non-discrimination and affirmative action. Oklahoma State University is committed to a policy of equal opportunity for all individuals and does not discriminate based on race, religion, age, sex, color, national origin, marital status, sexual orientation, gender identity/expression, disability, or veteran status with regard to employment, educational programs and activities, and/or admissions.