

EXTRAINSTITUTIONAL LEARNING CREDIT

Extraintitutional 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 extraintitutional learning credit for knowledge they may have acquired in a variety of ways. OSU-Oklahoma City students may seek extraintitutional learning credits for undergraduate credit provided that they have not been enrolled in an equivalent course at the college level and received a graded enrollment (i.e., A, B, C, D, F).

GENERAL REQUIREMENTS

- ◆ The student must be enrolled for credit at OSU-Oklahoma City during the semester or session in which he or she takes/applies for extraintitutional learning credit.
- ◆ The student must not have previously completed a graded enrollment in an equivalent course at the college level. Audit (AU) or withdrawn (W) courses or administratively withdrawn (AW) or permanent incomplete (I) grades are not considered graded enrollments.
- ◆ 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 extraintitutional learning credit.



APPLICATION TOWARD DEGREE REQUIREMENTS

The amount of extraintitutional 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 amount of extraintitutional learning credit awarded cannot exceed one-half of the total semester credit hour requirements for the associate degree or certificate being pursued. The OSU-Oklahoma City division head or designee determines the application of the extraintitutional learning credit towards the OSU-Oklahoma City degree or certificate.

Extraintitutional 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 extraintitutional learning credits at another higher education institution is determined by that higher education institution.

COST

The student is responsible for any costs associated with extraintitutional 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

Extraintitutional 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 “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

Extraintitutional 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.

The only exception is military credit (see the section on Transfer of Military Credit Awarded by Another Institution of Higher Education).



FOR MORE INFORMATION

on Extraintitutional Learning Credit

at OSU-Oklahoma City,

call the Registrar’s Office at (405)945-3252

or email jkubier@osuokc.edu.



OKLAHOMA CITY

900 N. Portland Avenue
Oklahoma City, OK 73107

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: The Advanced Placement Programs – ETS, P.O. Box 6671, Princeton, New Jersey 08541-6671. Call (609) 771-7300 or call toll-free (888)225-5427, fax (609)530-0482 or visit the website at www.collegeboard.com/ap.

Scores of one and two (1 and 2) are not acceptable for credit. Please check with the OSU-Oklahoma City Admissions and Registrar Services Office for additional details, 900 North Portland, Oklahoma City, OK 73107, telephone (405)945-3252. Examinations accepted at OSU-OKC are listed below:

AP Examination	Minimum Score	OSU-OKC Equivalent Course	Semester Hours
Biology	3	BIOL 1303 & 1311	4
Calculus AB	3	MATH 2145	5
Chemistry	3	CHEM 1214	4
	4	CHEM 1314 & 1515	9
Computer Science A	3	CIS 1113	3
Computer Science AB	3	CIS 1113 & 1123	6
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 B	3	PHYS 1114, 1214	8
Physics C: Mechanics	3	PHYS 2014	4
Physics C: Electricity & Magnetism	3	PHYS 2114	4
Psychology	3	PSYC 1113	3
Spanish	3	SPAN 1115, 1225, 2115	15
Statistics	3	STAT 2013	3

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. OSU-Oklahoma City only grants credit for the subject exams offered on our campus. 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.

A person cannot have a graded enrollment in any course and then take that CLEP examination. If students are not successful in the first attempt on a test, they must wait six months to retest. Students must pay OSU-Oklahoma City an administrative fee of

\$15 (except for Freshman College Composition*) for each test, and \$72 to CLEP. Two forms of photo identification are required to take these tests. Students will receive the 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, or telephone (405)945-8648. Questions about the CLEP program and other test centers should be addressed to the Director, College Level Examination Program, P.O. Box 6600, Princeton, NJ 08541-6600; or call (609)771-7865 or (800)257-9558. The web site is 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 1314	4
College Algebra	50	MATH 1513	3
Freshman College Composition I & II With e-write Essay*	53	ENGL 1113 or ENGL 1113 & 1213	3-6
History of the U.S., Part I	50	HIST 1483	3
History of the U.S., Part II	50	HIST 1493	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, College	50	MATH 1413	3
Psychology, Introductory	50	PSYC 1113	3
Sociology, Introductory	50	SOC 1113	3
Spanish Language	50	SPAN 1115 & 1225	10
Spanish Language	63	SPAN 1115, 1225, 2115	15

Note: The recommendations for credit by exam listed above are subject to change. OSU-Oklahoma City is not responsible for changes made by test publishers regarding scoring or test availability.

*FRESHMAN COLLEGE COMPOSITION

Students who make a minimum score of 53 on the multiple choice examination will then take two computer-based e-write essays. The combined score from the two essays determines if any university credit is given. An essay score of 13 will result in the award of three credit hours. An essay score of 14 or higher will result in the award of six credit hours.

NOTE: The numerical score report from CLEP does not reflect the final score and should not be used to determine if credit will be awarded at OSU-Oklahoma City. Students are strongly encouraged to take this exam at the OSU-OKC Testing and Assessment Center; however, if unable to do so, they should contact the Center for information regarding the possibility of taking the e-write component at another center (e-write is a product of ACT's COMPASS program).

*Cost for Freshman College Composition CLEP is \$100 (\$30 administrative fee to OSU-OKC and \$72 to CLEP).

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 and Registrar Services 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 "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, or telephone (405)945-3252.

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 DD Form 214 and AARTS or SMART transcripts to the Veterans Services Office, OSU-Oklahoma City, 900 N. Portland Ave., Oklahoma City, OK 73107. For details call (405)945-3252.

If an ACE transcript is not available, Certificates of Completion are also accepted and will be evaluated based on recommendations of the American Council on Education.

Students may also request a transcript from DANTEs (Defense Activity for Non-Traditional Education Support). Many tests taken under the auspices of DANTEs carry American Council on Education credit recommendations recognized by the University. Transcripts may be ordered from DANTEs, Educational Testing Services, P.O. Box 6604, Princeton, NJ 08541-6604, or telephone (609)771-7850 for details.

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

TRANSFER OF MILITARY CREDIT AWARDED BY ANOTHER INSTITUTION OF HIGHER EDUCATION

OSU-Oklahoma City reserves the right to re-evaluate the military credit which has been posted on other college academic records prior to posting it on the OSU-Oklahoma City academic record. The credits will be evaluated in relation to the degrees and courses offered at OSU-Oklahoma City.

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. Students may not have a graded enrollment in the course for which an advanced standing examination is taken.

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 "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.

AGRICULTURE TECHNOLOGIES
(405)945-3358

HEALTH SERVICES
(405)945-3210

ARTS AND SCIENCES
(405)945-3256

HUMAN SERVICES
(405)945-9154

BUSINESS TECHNOLOGIES
(405)945-3232

SCIENCE AND ENGINEERING
(405)945-3220