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## Procedure Summary

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This Standard Administrative Procedure (SAP) (1) provides guidelines on defining course and program delivery modes at Texas A&M University-Central Texas (A&M-Central Texas); (2) Ensures academic integrity by addressing Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) standards 10.7 and 10.8; and (3) Ensures consistency and equity in the consideration, articulation, treatment and application of such learning experiences across academic programs.

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## Definitions

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**Experiential learning** may also be defined as non-traditional educational experiences. These learning experiences are not academic coursework from regionally or nationally accredited higher education institutions. Experiential learning experiences include (but are not limited to) the following: military credit recommendations, technical or vocational coursework from a community or technical college, prior learning assessments, competency-based education, portfolios, on-the-job learning experiences, and certifications.

**Prior learning assessment [PLA]** is summative assessment used to determine the level at which a student may have knowledge or skills. Successfully passing prior learning assessment should result in the awarding of college-level credit and/or advanced placement in an academic program.

**Competency-based education [CBE]** “is an outcomes-based approach to earning a college degree or other credential. Competencies are statements of what students can do as a result of their learning at an institution of higher education. While competencies can include knowledge or understanding, they primarily emphasize what students can do with their knowledge. Students progress through degree or credential programs by demonstrating competencies specified at the course and/or program level. The curriculum is structured around these specified competencies, and satisfactory academic progress is expressed as the attainment or mastery of the identified competencies. Because competencies are often anchored to external expectations, such as those of employers, to pass a competency students must generally perform at a level considered to be very good or excellent.” Statement from the Council of Regional Accrediting Commissions (C-RAC), “Framework for Competency Based Education”

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## Procedure

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### 1. AWARDING CREDIT FOR MILITARY SERVICE

#### 1.1 Credit for Military Service

- 1.1.1 In accordance with Texas Education Code 51.3042; eligible former members of the armed forces admitted to A&M-Central Texas as an undergraduate or readmitted as an undergraduate (after having withdrawn to perform military service) will be given course credit for all physical education courses the institution requires for an undergraduate degree and for additional semester credit hours, not to exceed 12, to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor.
  - A. A&M – Central Texas does not have any degree programs that require physical education courses and will not award any physical education credit under Texas Education Code, section 51.3042. Incoming students who meet the requirements will, however, be eligible to receive up to 12 semester hours of credit for elective coursework that will be applied toward the degree. The following conditions must be met:
    - 1) graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense; and
    - 2) is an honorably discharged former member of the armed forces of the United States who:
      - a. completed at least two years of service in the armed forces;  
or
      - b. was discharged because of a disability
- 1.1.2 Students are required to submit all necessary documentation to verify they meet these standards; and
- 1.1.3 Credit for Military Service may only be requested once at which time the credit becomes a permanent part of the student record; and
- 1.1.4 Credit for Military Service will only be considered if the student needs additional general elective credits to satisfy degree requirements; and

- 1.1.5 Additional course credit may be awarded to meet specific degree requirements, at the academic department's discretion and with appropriate documentation.
- 1.1.6 The student's advisor will determine applicability of credit; and
- 1.1.7 Undergraduate Admissions is responsible for adding credit to the student record
- 1.1.8 In accordance with the current Memorandum of Understanding (MOU) with the Department of Defense (DOD), all military credit evaluations must take place within sixty days of admission and receipt of all necessary documents

## 1.2 American Council on Education Recommendations for Military Credit

- 1.2.1 A&M-Central Texas will consider ACE undergraduate credit recommendations when the credit is applicable to the academic program; and
  - 1.2.1.1 The student's advisor is responsible for determining applicability to the academic program.
- 1.2.2 Credit shall only be awarded at the level which ACE recommends.
- 1.2.3 When applied to the student record, ACE recommendations shall be recorded with a grade of "P" (passing), thus these credits will not be weighted in the calculation of the GPA.
- 1.2.4 Joint Services Transcript (JST) recommendations for Army, Navy, Coast Guard, and Marines; this credit is recorded in two general groupings:
  - 1.2.4.1 Military Courses (two-digit prefix, e.g., AR)
  - 1.2.4.2 Military Occupations (three-digit prefix, e.g., MOS)
    - (a) Credit may be awarded for all military occupations held within the last six years
    - (b) Veterans' who separated more than six years ago may only receive consideration for the last military occupation held
    - (c) The student must have held military occupation for one year
- 1.2.5 Community College of the Air Force is regionally accredited (SACSCOC), therefore the transferability and applicability of these courses falls under the normal undergraduate admission and articulation policies.

## 2. COLLEGE CREDIT FOR HEROES

- 2.1 A&M-Central Texas is a participating college and will consider College Credit for Heroes credit recommendations.
- 2.2 College Credit for Heroes uses the JST as the basis for credit recommendations; therefore, only the College Credit for Heroes or JST credit may be applied to avoid duplication of credit.
- 2.3 The university may review a workforce education course recommendation, comparing the course against the JST, to make an internal judgement about whether the course is academic or vocational.

## 3. WORKFORCE EDUCATION

### 3.1 Workforce Education Course Manual (WECM)

- 3.1.1 Lists all state-approved technical and vocational courses from community colleges, junior colleges and technical schools; and
- 3.1.2 May lead to an Associate of Applied Science (AAS) degree or other credential; and
- 3.1.3 Are identified as “not intended to transfer” to a baccalaureate program in accordance with SACSCOC policy statement “The Quality and Integrity of Undergraduate Degrees”.

### 3.2 Workforce education courses may only be applied to the Bachelor of Applied Arts and Sciences (BAAS) degree or majors explicitly requiring the completion of an AAS or other credential to fulfill degree requirements.

- 3.2.1 For non-BAAS majors requiring the completion of an AAS or credential, the student must produce a valid certificate and/or license before WECM credits will be articulated to the student record; and

- 3.2.1.1 The learning outcomes for the AAS or credential should directly align with and support the baccalaureate program’s learning outcomes.

- 3.2.2 For BAAS majors, WECM credits are only considered if the courses relate to the student’s field of study.

- 3.2.3 Workforce education credits will be individually recorded on the student’s transcript, in accordance with SACSCOC policy; and

- 3.2.4 WECM courses will be recorded with a grade of “P” (passing).

### 3.3 WECM credits are not considered for university admission purposes.

### 3.4 Comparable out-of-state courses are treated the same as in-state courses.

3.5 Technical training (not credit-bearing) may be awarded with a conversion rate of 15 contact hours to 1 semester credit hour, with appropriate documentation and approval (as explained below).

#### 4. PRIOR LEARNING ASSESSMENT

4.1 Credit-by-examination will be accepted from nationally recognized organizations and equivalents shall be maintained in the University Catalog

4.1.1 Some or all examinations from these entities are currently accepted:

(a) College Level Examination Program (CLEP)

(b) Advanced Placement (AP)

- In accordance with the changes to Texas Education Code 51.968 as a result of House Bill 1992 (84<sup>th</sup> Legislature), A&M-Central Texas requires a minimum passing score of “3” on AP exams

(c) International Baccalaureate (IB)

(d) Defense Activity for Non-Traditional Education Support (DANTES), also known as DANTES Subject Standardized Test Program (DSST)

(e) UExcel

4.2 Non-military ACE recommendations

4.3 Academic programs may also elect to utilize portfolios to demonstrate prior learning.

4.3.1 Common examples of features included in the portfolio include:

(a) On the job training/work experience

(b) Artifacts and work examples

(c) Performance reviews and commendations

(d) Continuing education units/credits (CEUs)

(e) Certificates and industry licensure

4.3.2 The academic department is responsible for developing its own standards for portfolio review. The portfolio standards must be approved through the normal curriculum process.

#### 5. UNIVERSITY ADMISSION AND COURSE ARTICULATION

5.1 Military credit course recommendations will not be used to determine admission eligibility and will only be articulated to the student record post-admission after advisor review for applicability; and

- 5.2 Workforce education courses will not be used to determine admission eligibility and will only be articulated upon verification of the appropriate credential or following Applied Arts & Sciences Review Committee approval; and
  - 5.3 Credit-by-examination (PLA) may be used for admission purposes, in accordance with Undergraduate Admission standards; and
  - 5.4 Portfolio review will occur post-admission, and therefore potential credits will not be used in determining admission eligibility; and
6. APPLICATION OF EXPERIENTIAL LEARNING TO GENERAL EDUCATION CORE
    - 6.1 Credit awarded for experiential learning may be applied to the general education core, provided the proposed courses meet the following conditions:
      - 6.1.1 Learning outcomes or competencies must be explicitly defined from the source of credit or directly align with an approved course in the Academic Course Guide Manual (ACGM); and
      - 6.1.2 The learning outcomes or competencies must align with the Foundational Component Area (FCA) in which it is being requested or an approved course within the proposed FCA (which, de facto, would align with the FCA).
    - 6.2 Under no circumstances will a WECM course be accepted for general education.
    - 6.3 Undergraduate Academic Advisors are responsible for ensuring all proposed general education courses meet the standards outlined above.
7. BACHELOR APPLIED ARTS & SCIENCES (BAAS) COLLEGE REVIEW COMMITTEE
    - 7.1 The College BAAS Review Committee will review all credit proposals, both academic and workforce education, for application to the BAAS degree's occupational specialization requirement.
    - 7.2 Colleges are responsible for determining BAAS Review Committee structure.
8. EXPERIENTIAL LEARNING BASIC STANDARDS FOR THE UNIVERSITY
    - 8.1 The university accepts the Ten Standards for Assessing Learning, endorsed by the Council of Adult and Experiential Learning.
    - 8.2 Academic Council will be responsible for appointing an *ad hoc* taskforce as needed to revise these standards.

8.3 Faculty and staff should be appropriately trained to evaluate experiential learning and advise students accordingly.

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## Related Statutes, Policies, or Requirements

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- Texas Education Code 51.3042 *Award of Course Credit for Military Service*
  - Texas Education Code 51.968 *Undergraduate Course Credit for High School Students Completing Postsecondary-Level Program*
  - Policy Statement: The Quality and Integrity of Undergraduate Degrees, SACSCOC
  - Policy Statement: Direct Assessment Competency-Based Education Programs, SACSCOC
  - Resource Manual for the Principles of Accreditation, SACSCOC
  - “Texas Core Curriculum,” Texas Higher Education Coordinating Board (Revised October 2011)
  - Council of Regional Accrediting Commissions (C-RAC), “Framework for Competency Based Education” (2 June 2015)
  - “Ten Standards for Assessing Learning,” Council for Adult and Experiential Learning
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## Appendix

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- Workforce Education Course Manual (WECM), Texas Higher Education Coordinating Board
  - Community College of the Air Force (CCAF)
  - American Council on Education (ACE)
  - Council for Adult and Experiential Learning (CAEL)
  - College Credit for Heroes
  - Academic Course Guide Manual (ACGM), Texas Higher Education Coordinating Board
  - College Level Examination Program (CLEP), College Board
  - Advanced Placement (AP), College Board
  - International Baccalaureate Organization (IB)
  - Defense Activity for Non-Traditional Education Support (DANTES) – Subject Standardized Test Program (DSST), Prometric
  - Table of Foundational Component Areas (FCAs) and Core Objectives, Texas Higher Education Coordinating Board
  - UExcel, Excelsior University
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## Contact Office

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