



## **AOP 12.26: CREDIT FOR PRIOR LEARNING**

### **PURPOSE**

The purpose of this Academic Operating Policy and Procedure (AOP) is to describe how students can receive undergraduate credit for prior learning (CPL).

### **POLICY**

Mississippi State University accepts three forms of credit for prior learning (CPL) as fulfilling academic course requirements as defined in AOP 12.08 Requirements for Academic Programs and Academic Consortial/Contractual Agreements.

### **Definitions**

- Credit by Examination is an external, standardized test used to demonstrate the level of knowledge a student has in a particular subject.
- Portfolio-based or individual assessment is a method where students prepare evidence that demonstrates their competency of course content based on their experiences or other non-credit activities.
- Non-college training programs are instructional programs completed as part of the students' employment or military training that offer comparable course content (e.g., American Council on Education (ACE) or military credits).

### **Guidelines**

- CPL applies to current Mississippi State University students for undergraduate courses approved by the University Committee on Courses and Curricula (UCCC).
- CPL may be awarded at any time after the student is admitted to the university.
- CPL may not apply toward residency requirements.
- The combination of all forms of CPL must be less than 25% of the credit hours required for the academic credentials for which the student is enrolled.
- Coursework fulfilled by CPL receives an "S" grade and therefore is not calculated in the grade point average.
- Students may apply for CPL up to the last day to withdraw in the semester prior to degree completion.
- Departments may choose which of their courses (if any) to allow credit for prior learning.

### **Undergraduate Credit by Examination**

**Advanced Placement Examinations.** Students entering Mississippi State University for the first time are allowed credit on the advanced placement examination

administered by the College Entrance Examination Board. A list of specific courses approved for Advanced Placement credit may be found in the university catalog at <http://catalog.msstate.edu>.

1. **College-Level Examination Program (CLEP).** Mississippi State University serves as an open testing center for both the General and Subject Examinations. Academic credit on the Subject Examinations is awarded to students who are enrolled at the University and who make a scaled score as indicated in the university catalog. A list of courses for which credit may be obtained can be found in the university catalog at <http://catalog.msstate.edu>. If you have any questions concerning CLEP credit, contact the Registrar's Office.
2. **The International Baccalaureate (IB):** Mississippi State University recognizes the IB Program. Advance standing credit will be considered for the higher level subject examinations with scores of 5, 6, or 7 pending approval of dean and/or head of the academic unit where the course is housed.

Students must request a final official IB transcript from the International Baccalaureate North America (IBNA) regional office following the grade awarding.

3. **Cambridge International:** Students entering Mississippi State University for the first time may be granted credit for examinations administered by Cambridge International. Courses taken as part of the AS level or A-level curricula will be considered. Contact the Office of the Registrar for details on how credit is assigned in the various subject areas.

### **Credit by Portfolio, Individual Assessment, and Non-College Programs**

Demonstration of learning from prior work/military experience may be used on a limited basis to count as academic credit. Work experience may also count toward internship credits in the major. It will be incumbent upon the student to demonstrate how the knowledge and experience is equivalent to the learning outcomes of the selected course. Prior learning will be denoted on the transcript with the select course. These credits may not necessarily transfer outside of Mississippi State University.

- Credit is awarded based on the student's demonstration of competency in the course learning outcomes, as opposed to experience in the field.
- Assessment of student learning for CPL is equivalent to the assessment of student learning in the course and may use the same rubrics or checklists for evaluation. Demonstration of learning outcomes may include but are not limited to the following:
  - Report, paper, brief, or other form of written document
  - Presentation, poster, podcast, or other form of multi-media scholarship
  - Peer-reviewed or juried scholarship (journal article, conference presentation, exhibition, recital)

- Comprehensive examination (written, oral, or combination)
- Assessment of student learning is completed in accordance with AOP 13.09 by academically qualified faculty members who are from the department that offers the course.
- Qualified faculty from the student's academic program communicate with the student how credit earned through CPL will be applied to the student's program of study.
- Students will be notified in writing about the determination of the assessment.
- Students may submit evidence of learning at most two times for a given course. The second attempt cannot be submitted within 30 days after the written notification of the determination of the first attempt.
- Prior learning will be denoted on the transcript with the select course (see example).

XX	1103	Starkville	Course Title	S	3.00	0
			<b>XX-1103: Prior Learning Assessment</b>			

- Experiences completed prior to enrollment at Mississippi State University will be denoted on the transcript in the same manner as transfer credits, and experiences while enrolled at Mississippi State University will be denoted in the semester the credit is issued.

## Implementation

A Credit for Prior Learning (CPL) Committee will be formed with membership that must include (but not limited to) faculty and staff from participating departments and programs, along with representatives from the Registrar's Office, the Office of Institutional Research & Effectiveness, and the College of Professional and Continuing Studies. This committee will address the following topics:

- Uniform fee structure
- Uniform CPL appeal process
- Guidance for departments to develop internal assessment tools
- For-credit course to help students build portfolios
- Process through the Office of University Registrar to uniformly record CPL experiences on students' transcripts

This policy may be implemented for credit by portfolio, individual assessment, and non-college training programs as soon as the CPL Committee has finalized its process and the University Registrar is prepared to transcript the credits.

## **REVIEW**

This AOP will be reviewed every four years (or whenever circumstances require an earlier review) by the Executive Vice Provost for Academic Affairs with recommendations for revision presented to the Provost and Executive Vice President.

This policy has been superseded.

**REVIEWED:**

/s/ Peter Ryan  
Executive Vice Provost for Academic Affairs

12/13/2023  
Date

/s/ David R. Shaw  
Provost and Executive Vice President

01/08/2024  
Date

/s/ Robert Banik  
President, Robert Holland Faculty Senate

03/12/2024  
Date

/s/ Tracey N. Baham  
Associate Vice President, Institutional Strategy & Effectiveness

03/18/2024  
Date

/s/ Joan Lucas  
General Counsel

03/25/2024  
Date

**APPROVED:**

/s/ Mark E. Keenum  
President

04/22/2024  
Date

This policy has been superseded.