EXTRAINSTITUTIONAL LEARNING CREDIT

Extrainstitutional 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 extrainstitutional 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 extrainstitutional 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 extrainstitutional learning credit.

APPLICATION TOWARD DEGREE REQUIREMENTS

The amount of extrainstitutional 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 extrainstitutional learning credit towards the OSU-Oklahoma City degree or certificate.

Extrainstitutional 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 extrainstitutional learning credits at another higher education institution is determined by that higher education institution.

COST

The student is responsible for any costs associated with extrainstitutional 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

Extrainstitutional learning credit will be posted on a student’s permanent academic record, 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 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, Office of the Registrar for additional details. 900 North Portland, Oklahoma City, OK 73107, telephone (405) 945-3291 or email okc.records@okstate.edu. Examinations accepted at OSU-OKC is listed below.

<table>
<thead>
<tr>
<th>AP Examination</th>
<th>Minimum Score</th>
<th>OSU-Oklahoma City Equivalent Course</th>
<th>Semester Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Biology</td>
<td>3</td>
<td>BIOL 1303 &amp; 1311</td>
<td>4</td>
</tr>
<tr>
<td>Calculus AB</td>
<td>3</td>
<td>MATH 2145</td>
<td>5</td>
</tr>
<tr>
<td>Calculus BC</td>
<td>3</td>
<td>MATH 2145</td>
<td>5</td>
</tr>
<tr>
<td>Chemistry</td>
<td>3</td>
<td>CHEM 1315</td>
<td>3</td>
</tr>
<tr>
<td>Computer Science A</td>
<td>3</td>
<td>CS 2323</td>
<td>3</td>
</tr>
<tr>
<td>English Language &amp; Composition</td>
<td>3</td>
<td>ENGL 1113</td>
<td>3</td>
</tr>
<tr>
<td>English Literature &amp; Composition</td>
<td>3</td>
<td>ENGL 1113 &amp; 1213</td>
<td>6</td>
</tr>
<tr>
<td>Government &amp; Public Policy: U.S.</td>
<td>3</td>
<td>POLS 1113</td>
<td>3</td>
</tr>
<tr>
<td>History: U.S.</td>
<td>3</td>
<td>HIST 1483 &amp; 1493</td>
<td>6</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECON 2013</td>
<td>3</td>
</tr>
<tr>
<td>Microeconomics</td>
<td>3</td>
<td>ECON 2023</td>
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<tr>
<td>Physics 1</td>
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<td>PHYS 1114</td>
<td>4</td>
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<tr>
<td>Physics 2</td>
<td>3</td>
<td>PHYS 1214</td>
<td>4</td>
</tr>
<tr>
<td>Physics C: Mechanics</td>
<td>3</td>
<td>PHYS 2014</td>
<td>4</td>
</tr>
<tr>
<td>Physics C: Electricity &amp; Magnetism</td>
<td>3</td>
<td>PHYS 2114</td>
<td>4</td>
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<td>Psychology</td>
<td>3</td>
<td>PSYC 1113</td>
<td>3</td>
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<tr>
<td>Spanish</td>
<td>3</td>
<td>SPAN 1113, 1223</td>
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<tr>
<td>Statistics</td>
<td>3</td>
<td>STAT 2013</td>
<td>3</td>
</tr>
</tbody>
</table>
**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.

**AMERICAN COUNCIL ON EDUCATION (ACE) NON-COLLEGE 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 Registered Transcript Services and sent to the Veterans 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.

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.

**INTERNSHIP BACCALAUREATE (IB)**

OSU-Oklahoma City 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.

**BUSINESS & AGRICULTURE TECHNOLOGIES**

(405) 945-3538

**HEALTH SCIENCES**

(405) 945-3210

**LIBERAL ARTS**

(405) 945-6718

**HUMAN SERVICES**

(405) 945-9154

**STEM**

(405) 945-3220

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.