



Board Policy 3.35 Credit for Prior Learning

Part 1. Purpose

To provide students with opportunities to demonstrate competence at the college- and university-level from learning gained through learning experiences outside of a college or university credit-bearing course and to establish consistent practices among colleges and universities for evaluating and awarding undergraduate and graduate credit for prior learning.

Part 2. Authority

Minn. Stat. § 197.775 Higher Education Fairness requires the awarding of credit for a veteran's military training or service. Minn. Stat. § 120B.13 Advanced Placement and International Baccalaureate Programs requires Minnesota State to award credit for Advanced Placement (AP) and International Baccalaureate (IB). Minn. Stat. § 120B.131 College-Level Examination Program (CLEP) requires Minnesota State to award credit for College-Level Examination Program (CLEP) examinations. Minn. Stat. § 120B.022 Elective Standards requires Minnesota State colleges and universities to establish criteria for translating Minnesota world language certificates and seals into academic credit.

Part 3. Definitions

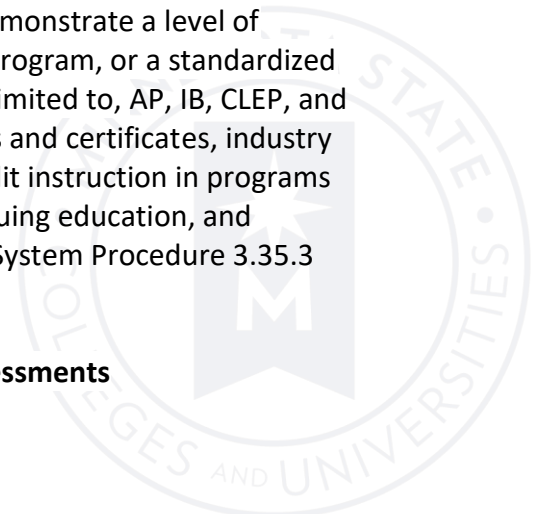
Credit for prior learning (CPL)

Academic credit awarded for demonstrated competence at the college- and university-level from learning gained through experiences outside college or university credit-bearing courses and assessed by academically sound and rigorous methods and processes.

Credit for prior learning (CPL) - external assessments

Assessment methods that could result in credit for prior learning achieved and assessed through a nationally recognized third-party assessment organization, accredited postsecondary institution, or noncredit instruction. Students demonstrate a level of proficiency that is recognized through curriculum, instruction, program, or a standardized exam. CPL external assessment types may include, but are not limited to, AP, IB, CLEP, and other national standardized assessments, world languages seals and certificates, industry recognized credentials, licenses, and certifications, and noncredit instruction in programs such as registered apprenticeships, work-based training, continuing education, and customized training. For military training and occupations, see System Procedure 3.35.3 Military Training and Military Occupations.

Credit for prior learning (CPL) - internal college/university assessments



College and university assessment methods and processes used by Minnesota State faculty members to assess students' demonstrated learning and/or competence. Such assessments determine competence-to-credit comparability, course-equivalency or individualized subject status, and application to degree requirements or electives. CPL internal assessment types may include, but are not limited to, portfolio assessment, interview, skills and/or knowledge demonstration, individualized subject-area assessment, group or seminar assessment, credit by exam, and competency-based assessment.

Enrolled Students

Includes admitted students, visiting students, degree-seeking students, and students registered for noncredit and/or credit courses.

Military courses

Curriculum with measurable outcomes, rubrics, and validated student assessment instruments. Courses may include lectures, small group work, case studies, skills lab, clinical work, practical exercises, computer-based delivery, and discussion boards.

Military occupations

A service member's job(s) while in the military.

Prior learning

Learning gained in life, community and/or work-based settings, and through experiences outside of the college or university credit-bearing course, including but not limited to independent study, relevant experience and reflection, non-credit study programs, career education, continuing education, online learning or instruction, and training or certificate programs.

Part 4. Opportunities for Students

Colleges and universities shall provide current, comprehensive, and accessible information on opportunities to obtain credit for prior learning to prospective, visiting, registered, and admitted students as part of degree planning and advising. Colleges and universities shall provide opportunities for enrolled students to demonstrate college- and university-level learning achieved through experiences outside of the college or university credit-bearing course that is applicable to their courses, programs, or degree requirements. Credit for prior learning opportunities may include CPL external assessments, CPL internal college/university assessments, and/or military courses and military occupations according to System Procedure 3.35.1 Credit for Prior Learning - External Assessments, System Procedure 3.35.2 Credit for Prior Learning - Internal Assessments, and System Procedure 3.35.3 Military Courses and Military Occupations.

Part 5. Awarding Credit for Prior Learning

Colleges and universities shall determine the credit award for students who demonstrate prior learning consistent with CPL system procedures and through processes and methods of external assessment, internal college/university assessment, and/or for military courses or occupations. A range of internal and external assessment options, including but not limited to, training, certifications, portfolio, and credit by exam, are appropriate at the undergraduate and graduate levels. Faculty subject matter experts and assessors determine the most effective

methods for assessing student learning for a specific course, competency, or subject area. Credit awarded for prior learning must not be a barrier to fulfilling a student's educational goals at the graduate and undergraduate levels.

Part 6. College and University Transfer of Credit for Prior Learning

Credit awarded for prior learning by a college or university must be accepted in transfer by the receiving college or university in accordance with System Procedure 3.21.1 Undergraduate Course Credit Transfer.

Part 7. Credit for Prior Learning Appeals

Each college and university shall establish an appeals process that may be used by students who are denied credit requested for prior learning. When providing students with a CPL determination, colleges and universities shall also provide information about a student's right to appeal, including next steps to continue the appeal. Each college and university shall retain records of all CPL appeals.

Date of Adoption: 09/17/08
Date of Implementation: 03/01/09
Date of Last Review: 10/18/23

Date and Subject of Amendments:

10/18/23 – Full Review, (1) update several definitions and added definition of “enrolled students” to communicate credit for prior learning (CPL) opportunities are available to all students, not just students in credit bearing courses, (2) adding terminology in Part 5 to more accurately describe the assessment process and how there are no limits on the amount of CPL that can be awarded, and (3) in Part 7. Appeals, the requirement was added that colleges and universities must provide pertinent information to students.

10/17/18 – Language from Policy 3.15 Advanced Placement Credit, Policy 3.16 International Baccalaureate Credit, and Policy 3.33 College-Level Examination Program Credit were incorporated. Part 3. Definitions was added, including external assessments and internal college/university assessments language. The policy was updated throughout with current terminology.

No Additional HISTORY.