

CREDIT FOR PRIOR LEARNING

Credit for Prior Learning (CPL) encompasses all approaches to awarding FHSU credit for learning demonstrated outside of the university. This includes four primary categories: credit by examination, credit by documentation, military service credit, and portfolio evaluation of prior learning. Please note that CPL processes differ from traditional transfer credit and credentialing third-party courses as FHSU credit-based courses.

The following apply to all CPL requests:

- No credit will be awarded for a course that has been previously completed at Fort Hays State University or a transfer institution. If a student has previously enrolled in or audited a course, and received a grade, credit or an incomplete, credit by examination is not a consideration.
- CPL Credit is only recorded for currently enrolled students who are in an approved program of study at Fort Hays State University. In general, FHSU will not record prior learning credit for non-degree undergraduate students. Please contact the CPL coordinator for inquiries.
- CPL credit should progress the student toward the program completion.

Appeals: Students restricted from applying CPL credit for a course in which they lack credit, may appeal to the Assistant Provost for Academic Affairs for permission to seek CPL credit. Appeals procedures are available at <https://www.fhsu.edu/cpl/appeal> (<https://www.fhsu.edu/cpl/appeal/>).

All CPL credit awards will be granted as "CR" credit. CPL credit will not be awarded for students enrolled in education specialist or doctoral programs. CPL maxima are defined by credential level as:

Academic Level: CPL Maxima (all forms)

- Undergraduate [Certificate, Associate, Bachelors]: 75% of degree
- Master's: 6 credit hours
- Education Specialist and Doctoral: Not allowed

Regardless of the CPL maximum, all other program requirements must be met. In many cases, this will create a "practical" cap on the CPL credit hours that can be applied to a degree that is less than the policy maximum.

The following descriptions of the four categories are illustrative of the types of credit awarded. Additional awards as approved will also be granted.

Credit by Examination

Students desiring to earn credit by examination (<https://www.fhsu.edu/cpl/credit-by-examination/>) for an existing FHSU course have several available options. FHSU awards credit for Advanced Placement (AP) examinations (<https://www.fhsu.edu/registrar/documents/advanced-placement-equivalencies/index/>), College Level Examination Program (CLEP) examinations (<https://www.fhsu.edu/kellycenter/testing/CLEP-Credit/>), DSST (formerly DANTES) examinations (<https://www.fhsu.edu/kellycenter/testing/DSST-Credit/>), American Council on the Teaching of Foreign Languages (ACTFL) (<http://www.actfl.org/>) Examinations, and

Advanced Standing for Credit (ASC) examinations (local or "challenge" exams).

For AP exams, students should arrange to have their official score report sent to the Registrar's Office for credit to be awarded. For students transferring from public schools in Kansas: Official scores might be included in transcript records, you may check with the Registrar's Office to determine if new reports need to be sent directly to FHSU. FHSU awards credit for AP scores of 3 or higher except in disciplines where all institutions in the Kansas Board of Regents system have agreed to a higher score. There is no fee charged to the student for this service. For CLEP and DSST exams, students should request that the official score report be sent to the FHSU Registrar's Office for credit to be awarded. For students transferring from public schools in Kansas: Official CLEP scores might be included in transcript records, you may check with the Registrar's Office to determine if new reports need to be sent directly to FHSU. FHSU offers an approved CLEP and DSST examination site in the Testing Services Office, but students may take the exam at any testing center offering the exam. FHSU awards credit for CLEP scores of 50 or higher for examinations offered through the CLEP testing program. FHSU awards credit for some examinations offered through the DSST testing program according to American Council on Education (ACE) standards. There is a fee charged to the student per examination attempt. Please contact the Testing Services Office or the CPL coordinator for more information.

The American Council on the Teaching of Foreign Languages (ACTFL) offers Oral Proficiency Interviews in a number of languages that are not taught at FHSU. If a student has achieved considerable proficiency through study or experience outside of the university, the enrolled student can receive credit for successful completion of an examination in one of these languages. However, no credit is awarded for an examination in the English language or for a course that is a prerequisite for a course previously passed.

A student who completes the ACTFL OPI with a score of "Novice Mid" or higher can receive 5 hours of credit (Beginning Language 1). Students scoring "Intermediate Mid" or higher can receive 10 hours of credit (Beginning Language 1 and Beginning Language 2) and satisfy the BA language requirement. . . Students should visit the **ACTFL Web site** or the test provider (<https://www.languagetesting.com/>) for information on the ACTFL testing program.

Advanced Standing for Credit (<https://www.fhsu.edu/cpl/courses/local-exam-courses/>) (ASC) examinations (local or "challenge" exams) are initiated by departments within the university. Students desiring to attempt an ASC exam to earn credit for a course allowed by the department must follow the instructions for the course at <https://www.fhsu.edu/cpl/courses/local-exam-courses> (<https://www.fhsu.edu/cpl/courses/local-exam-courses/>) or contact the chair of the department offering the course. After a student's request for an ASC examination is entered into the

CPL approval process, a charge for the examination will be placed on the student's account in Student Fiscal Services. After paying this fee, a notice will be sent to the department and the student may take the exam. Examination results are communicated through the CPL approval process portal to the Registrar's Office where appropriate recommended credit is awarded on the transcript. There is a fee charged to the student per examination attempt. Contact the Credit for Prior Learning Coordinator at 785-628-4552 for more information.

Credit by Documentation

FHSU awards credit for satisfactory completion of various International Baccalaureate (IB) Diploma Programme curricula (<https://www.fhsu.edu/registrar/documents/international-baccalaureate/index/>), through specific partnership agreements, and through submission of credentials (<https://www.fhsu.edu/cpl/documentation/>) for consideration of credit equivalency.

Specific partnership agreements are contractual agreements negotiated by FHSU and a partner institution or organization. Credit awarded through such agreements are subject to the terms of these contractual agreements and are limited to students involved in these arrangements. Partnership credit by documentation requests are processed in the CPL approval process workflow, or according to alternative procedures approved in the Office of the Provost and Registrar's Office. Documentation for third-party credentials (includes professional licensure, certifications, or other documentation) are submitted through the university CPL approval process workflow. There is a fee charged to the student per credit hour review requested.

For the International Baccalaureate (IB) diploma programme: Students should arrange to have their transcript sent to the Registrar's office for credit to be awarded. For students transferring from public schools in Kansas: Official scores might be included in transcript records, you may check with the Registrar's Office to determine if new reports need to be sent directly to FHSU. FHSU awards credit for IB scores of 4 or higher except in disciplines where all institutions in the Kansas Board of Regents system have agreed to a higher score. There is no charge to the student for this service.

Please contact the Credit for Prior Learning Coordinator at 785-628-4552 for information or assistance with these processes.

Military Service Credit

Enrolled students may earn college credit for educational experiences in the armed services (<https://www.fhsu.edu/cpl/military-service-credit/>).

Credit is awarded based on the recommendations of the American Council on Education (ACE) *Guide to the Evaluation of Educational Experiences in the Armed Services*.

Students desiring undergraduate credit for prior military service will submit their Joint Services Transcript (JST) to the Registrar for analysis and processing in consultation with university advisors. Individuals unable to submit a JST should contact military@FHSU.edu for assistance. There is no fee assessed for this process.

Portfolio Evaluation of Prior Learning

Students with significant life experiences (<https://www.fhsu.edu/cpl/portfolio/>) may request credit awards based upon the creation of a portfolio for evaluation by department faculty members. The Credit for Prior Learning Coordinator in the Office of the Provost maintains a list of departments and faculty assessors that participate in portfolio evaluation process.

Students desiring to build a portfolio for consideration of awards of credit must enroll in UNIV 099 Prior Learning Portfolio. Students in this course will be guided through the expectations of portfolio creation under the advisement of the Credit for Prior Learning Coordinator and will be eligible to submit portfolios for up to 15 credits of prior learning credit consideration to participating academic departments at FHSU. Please refer to the university procedures for portfolio-based prior learning credit for more information. In addition to the tuition cost for UNIV 099, submission of portfolios falls under the Credit for Prior Learning procedure and applicable fees per credit hour requested.

Please contact the Credit for Prior Learning Coordinator at 785-628-4552 or CPL@fhsu.edu for more information. The CPL website may also be viewed at <https://www.fhsu.edu/cpl> (<http://www.fhsu.edu/cpl/>)

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