

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. All forms of CPL will only be granted for enrolled credential-seeking students. 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:

Credential Level	CPL Maxima (all forms)
Certificate	6
Associate	30
Baccalaureate	60
Master’s	6
Education Specialist and Doctoral	Not allowed

Credit by Examination

Students desiring to earn credit by examination (CBE) for an existing FHSU course have several available options. FHSU awards credit for [Advanced Placement \(AP\) examinations](#), [College Level Examination Program \(CLEP\) examinations](#), [DSST \(formerly DAN TES\) examinations](#), [American Council on the Teaching of Foreign Languages \(ACTFL\) Examinations](#), [Excelsior Examinations](#), and Advanced Standing for Credit (ASC) examinations (local or “challenge” exams). The following apply to all credit by examination 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.
- No credit will be awarded for an examination that is a prerequisite for a course previously passed.
- Credit from qualifying credit-by-examination programs is only recorded for enrolled students who are in a signed degree program at Fort Hays State University. FHSU will not record prior learning credit for non-degree students or for students who have not returned to FHSU after a prior enrollment.

For AP exams, students should arrange to have their official score report sent to the Registrar for credit to be awarded. 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.

FHSU offers an approved CLEP and DSST examination site in the Testing Services Office of the Kelly Center (Picken Hall). FHSU awards credit for CLEP scores of 50 or higher for most examinations offered

through the CLEP testing program. FHSU awards credit for most 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 Testing Services Office in the Kelly Center 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 for MLNG 390, Topics in Foreign Languages: Beginning [language name] I; and if the student receives a score of "Intermediate Mid" or higher the student can receive credit for both 5 hours of MLNG 390, Topics in Foreign Languages: Beginning [language name] I, and 5 hours of MLNG 390, Topics in Foreign Languages: Beginning [language name] II. Students should visit the [ACTFL Web site](#) for information on the ACTFL testing program.

Excelsior Examinations (formerly ACT PEP and Regents College). Enrolled students also may earn college credit through Excelsior exams. Credit counts toward fulfilling degree requirements; however, no credit is awarded for exams in a course that is a pre-requisite for a course previously passed. Departments determine minimum test levels. A list of official Excelsior Examinations policies at FHSU is available on the [Excelsior Examinations Credit Policies page](#). Students should consult the Office of the Registrar for specific information on test scores and how the successful completion of the examinations apply to their degree programs. Contact [Excelsior College](#), 7 Columbia Circle, Albany, New York, 12203-5195, 578-464-8500, for application forms, costs, and testing dates.

Advanced Standing for Credit (ASC) examinations (local or "challenge" exams) are initiated by departments within the university. A student may petition their advisor or department chair to begin this request process if the department allows an ASC examination for the course desired. No request can be granted after the student has enrolled in, taken for credit, or audited courses which in any degree duplicate the course sought or courses which may be considered in advance of the course requested without permission of the department chair. Students desiring to attempt an ASC exam to earn credit for a course allowed by the department must request that their academic advisor or department chair apply for approval to take an ASC examination using the TigerCentral portal. Upon approval, 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 advisor and department chair and the student may take the exam. Examination results are communicated through the TigerCentral 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 Provost's office (785-628-4241) for more information.

Credit by Documentation

FHSU awards credit for satisfactory completion of various [International Baccalaureate \(IB\) curricula](#), through specific partnership agreements, and through submission of certification 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 according to Advanced Standing for Credit procedures in the Office of the Provost.

Documentation for third-party certifications are submitted through the university CPL approval process in TigerCentral by the academic advisor or department chair. IB transcripts should be sent to the Registrar's Office.

There is a fee charged to the student per credit hour review requested. Please contact the Provost office at 785-628-4241 for information or assistance with these processes.

Military Service Credit

Enrolled students may earn college credit for educational experiences in the armed services. 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. There is no fee assessed for this process.

For consideration of military service credit at the graduate level, a student will need to follow either the Credit by Documentation or Portfolio Evaluation of Prior Learning procedures as discussed with the Credit for Prior Learning Coordinator.

Portfolio Evaluation of Prior Learning

Students with significant life experiences 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 fall under the Advanced Standing for Credit procedure and applicable fees per credit hour requested.

Please contact the Credit for Prior Learning Coordinator in the Office of the Provost at 785-628-4552 for more information.

Approved by Academic Council 9-8-17

Approved by Graduate Council 9-13-17