

## **11.04.99.R0.09 Undergraduate Non-Traditional Education**



Approved August 1, 1997  
Revised July 2, 2007  
Revised May 27, 2014  
Revised April 6, 2015  
Next Scheduled Review: April 6, 2020

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### **Procedure Statement**

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Texas A&M University-Commerce students may receive college credit for competencies acquired through in-service training, military courses, technical education and credit by examination and/or advanced placement.

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### **Reason for Procedure**

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The procedure provides guidance in application for college credit from non-traditional educational sources.

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### **Procedures and Responsibilities**

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#### **1 IN-SERVICE**

Credit can be granted for educational experiences such as service training, institutes or governmental agencies and private business, through Excelsior College or other such entities. The student may have the experiences evaluated if the experience included at least 18 hours of lecture/discussion type activity or 54 contact hours in laboratory type instruction. Transcript(s) should be submitted to the Office of Undergraduate Admissions for processing.

#### **2 MILITARY SERVICE CREDIT**

2.1 The prospective student must submit an application for admission and all required documentation to the Office of Undergraduate Admissions. The Office of Undergraduate Admissions will evaluate the American Council on Education (ACE) transcript provided by the student and accept the ACE recommendation for the coursework.

2.2 The Office of Undergraduate Admissions will submit a request for a Non-Traditional Course Review to the department for applicability to the student's degree plan.

## Course Review Procedure:

- 2.2.1 Office of Undergraduate Admissions will receive the ACE transcript and complete the Non-Traditional Course Review form
- 2.2.2 Office of Undergraduate Admissions submits the Non-Traditional Course Review form along with a copy of the transcript to the Head of the Academic Department.
- 2.2.3 The Academic Department Head reviews and approves or denies the request.
- 2.2.4 Academic Department Head returns the Non-Traditional Course Review form to the Office of Undergraduate Admissions with appropriate signature by Department Head.
- 2.2.5 The Office of Undergraduate Admissions will post the course to the student's transcript once approved by the Academic Department Head.

## 3 TECHNICAL EDUCATION

Credit may be obtained through regionally accredited technical educational programs, including work completed in a teaching hospital which is accredited through the appropriate national agency of the field in which credit is sought. Courses in an accredited Associate of Applied Science degree program may be accepted for transfer if applicable to the student's degree plan, and the student has completed requirements and received the Associate of Applied Science degree. Other technical-vocational courses are accepted when recommended by the appropriate department head at A&M-Commerce. The student should contact the Office of Undergraduate Admissions for a Non-Traditional Course Review request form.

## 4 CREDIT BY EXAMINATION

- 4.1 A&M-Commerce awards undergraduate credit on the basis of a variety of local and nationally available examinations. The examinations include: (1) the Advanced Placement Examination (AP), (2) the College Level Examination Program (CLEP), (3) the International Baccalaureate (IB) program\*, (4) the Defense Activity for Non-Traditional Educational Support Examinations (DANTES), (5) the Scholastic Aptitude Test (SAT), (6) the American College Test (ACT) of the American College Testing Program, and (7) locally administered examinations.
- 4.2 The Advanced Placement (AP) program provided by the College Board enables students to enroll in challenging college-level studies while they are still in high school and to obtain college placement, credit, or both, on the basis of their performance on rigorous AP examinations. AP exams are given nationally at designated high schools during the month of May. AP exams are graded on a scale of 0-5. A score of 3 or higher is needed for credit.

- 4.3 The CLEP program administered by the College Board and ETS helps students gain credit for prior knowledge and, subsequently, enroll in advanced courses more quickly. CLEP offers thirty-five subject exams, which cover areas of Business, Composition and Literature, Foreign Languages, History and Social Science, Science and Math. CLEP exams are scored on a scale of 0-80. Upon making an acceptable score as determined by A&M-Commerce, the student is awarded a set number of credit hours in a course equivalent to the subject area in which the student took the CLEP exam.
- 4.4 The International Baccalaureate (IB)\* program is a rigorous pre-university program available worldwide through the International Baccalaureate Organization leading to assessment in six subject areas (Best Language, Second Language, Individuals and Societies, Experimental Science, Mathematics and Computer Science, and the Arts). The curriculum encourages critical thinking, community service, individual research, and inquiry into the nature of knowledge. The subject exams are scored on a 0-7 scale by a panel of international examiners. A minimum score of 4 is required to be considered for credit.

\*In compliance with SB111, A&M-Commerce offers at least 24 hours of credit to all IB diploma candidates with subject exam scores of 4 or higher.

- 4.5 A matrix of all credit-by-exam programs including the exam titles, course equivalents, number of semester hours credited, and required scores can be obtained through the Office of Student Assessment & Evaluation.
- 4.6 All credit by examination is subject to the following guidelines:
- 4.6.1 Credit earned by examination may not be used to reduce residence or advanced hour degree requirements established by A&M-Commerce.
  - 4.6.2 Credit earned by examination is not included in the computation of grade point average.
  - 4.6.3 It is the responsibility of the student to present official scores to the Office of Student Assessment for submission of the appropriate paper work to the Office of the Registrar for posting of credit on the student's transcript.
  - 4.6.4 Credit for courses by exam received by another college or university will be accepted in transfer upon receipt of an official transcript.
  - 4.6.5 Standards for awarding credit by exam are set by the academic department.
  - 4.6.6 Students may repeat a course for which credit was earned by exam by enrolling in a regularly scheduled class. The grade will replace the credit earned by examination.
  - 4.6.7 Fees for credit by examinations have been established by the Office of Student Assessment. Fees vary by examination.

## 5 PRIOR LEARNING ASSESSMENT

Credit for prior learning, work experience, as well as other experience, may be awarded through such entities as the Council for Adult and Experiential Learning (CAEL) and other that have been approved by SACSCOC.

## 6 APPLICABILITY TO A DEGREE PROGRAM

Persons achieving credit by one or more of the above methods should work closely with the academic advisor within the major department to plan the completion of the degree program. Applicability to a degree program of credit earned through non-traditional manner will vary according to the major chosen. In some instances, credit may be obtained in more than one of these areas.

## 7 CORRESPONDENCE CONCERNING TESTING PROGRAMS SHOULD BE ADDRESSED TO:

Texas A&M University-Commerce  
Office of Student Assessment  
PO Box 3011  
Commerce, TX 75429-3011

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## Related Statutes, Policies, or Requirements

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None

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## Contact Office

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Office of Student Assessment  
903.886.5122

Office of Undergraduate Admissions  
903.886.5000