

11.04.99.R0.09 Undergraduate Non-Traditional Education



Revised May 10, 2024
Next Scheduled Review: May 10, 2029

Procedure Summary

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

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

Procedures and Responsibilities

1 IN-SERVICE

Credit may be granted for educational experiences such as service training, or from institutes or governmental agencies and private business. 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, or is a program or course recommended for college credit by the American Council on Education (ACE) in the latest edition of the *National Guide to Education Credit for Training Programs*. Transcript(s) should be submitted to the Office of Undergraduate Admissions for processing.

2 MILITARY SERVICE CREDIT

Limited credit may be considered for military-technical courses listed for credit in the latest edition of *A Guide to the Evaluation of Educational Experiences in the Armed Services*. Students who have completed a continuous active-duty period of six months or more with the United States Military Services (Army, Marine Corps, Navy, Air Force, Space Force, Coast Guard, and National Guard) will be granted one semester hour of credit for physical education activity for each six months of duty up to a maximum of four hours credit. For consideration of physical education credit for military service, the prospective student must submit an application for admission, a copy of DD Form 214, and any other required documentation to the Office of Undergraduate Admissions.

3 TECHNICAL EDUCATION

Courses in an accredited Associate of Applied Science degree program may be accepted for transfer if applicable to a student's degree plan. Other technical vocational courses are accepted when recommended by the appropriate Department Head.

4 CREDIT BY EXAMINATION

4.1 A&M-Commerce awards undergraduate credit on the basis of a variety of local and nationally available examinations (not all exam credits are awarded). The examinations include:

4.1.1 The Advanced Placement Examination (AP);

4.1.2 The College Level Examination Program (CLEP);

4.1.3 The International Baccalaureate (IB) program;

4.1.4 The Defense Activity for Non-Traditional Educational Support Examinations (DANTES);

4.1.5 The Scholastic Achievement Test (SAT);

4.1.6 The American College Test (ACT) of the American College Testing Program; and

4.1.7 Locally administered credit-by-exam departmental tests.

4.2 A&M-Commerce accepts AP credit for only a specific set of subjects. AP exams are graded on a scale of 0-5. A minimum score of 3 is needed for credit. Some exams require a higher score than 3. CLEP exams are graded on a scale of 20-80. A minimum score of 50 is needed for credit. Some exams require a higher score than 50 for credit. The International Baccalaureate (IB) exams are graded on a scale of 1-7. A minimum score of 4 is needed for credit. Some exams require a higher score than 4 for credit. *In compliance with Texas Education Code 51.968, A&M-Commerce offers at least 24 hours of credit to all IB diploma candidates with subject exams of 4 or higher. A matrix of all credit-by-exam programs including the exam titles, course equivalents, number of semester credit hours earned, and required scores can be obtained through the Office of Outreach and Post-Secondary Partnerships..

5 PRIOR LEARNING ASSESSMENT

Credit for prior learning and work or other experience may be awarded through the Council for Adult and Experiential Learning (CAEL) and other such entities that have been approved by the Southern Association of Colleges and Schools Commission on Colleges (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 Secondary Partnerships & Initiatives
PO Box 3011
Commerce, TX 75429-3011

Related Statutes, Policies, or Requirements

Texas Education Code 51.968 [Undergraduate Course Credit for High School Students Completing Postsecondary-Level Programs](#)

Revision History

Approved August 1, 1997
Revised July 2, 2007
Revised May 27, 2014
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Contact Office

Office of Secondary Partnerships & Initiatives
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