

## NON-TRADITIONAL CREDITS

### Life/Work Portfolio Experiential Learning Credit

#### OPTIONS AT THE UNDERGRADUATE LEVEL

Austin Peay State University offers the Experiential Learning Program for assessing college-level knowledge gained through work and life experiences. Prior learning may be evaluated through a variety of assessment tools. The tools may include departmental examinations, portfolios, external examinations, performance assessments or documented training programs, as determined by academic departments. Each department may determine whether it will participate in the experiential credit process or accept credits earned via the portfolio process. The following departments will participate in the experiential credit process:

Communication and Theatre  
Professional Studies  
Health and Human Performance  
Computer Science and Information Technology

A student may earn a maximum of 15 semester hours at the undergraduate level through experiential learning credit. The APSU prescribed credit allocations for experiential credit fall within the established Southern Association of Colleges and Schools of parameters for experiential credit.

#### PORTFOLIO DEVELOPMENT

Upon approval by the appropriate chair, a student may develop a portfolio for a course or courses offered by Austin Peay State University to gain college-level credit. Portfolios are submitted to the faculty advisor and/or the department chair(s) of the appropriate department(s). The process ideally includes a preliminary study of the portfolio, an interview with the student, and the determination of credit to be awarded by the faculty assessor. A student seeking experiential credit via a life/work portfolio must complete an APSU non-credit portfolio development course through the center for Extended and Distance Education.

#### **The following regulations for experiential learning credit will apply:**

1. Experiential learning credit will be granted upon the written recommendation of the chair of the department and/or designated faculty assessor having jurisdiction over the courses involved.
2. The applicability of experiential learning credit toward specific degree program requirements is subject to departmental approval.
3. A student may not fail a course as Austin Peay State University or any other institution and later receive credit for the same course through an experiential learning option.
4. Credit earned from non-accredited institutions may not be used as a basis for credit earned via portfolio.
5. A student may not enroll in a course for credit or audit at Austin Peay State University and subsequently seek credit through an experiential learning option.

6. No letter grades will be entered on the transcript for experiential learning credit. The credit will be treated in the same way as transfer credit: a “P” (Pass) will be assigned and it will not count in the grade point average.
7. A student earning experiential credit must meet the minimum residency requirements of 25 percent of the total number of credits required for the degree at Austin Peay State University. This would include the specified residency hours of upper-level courses in the department of the declared major. The student should be aware that some program residency requirements exceed the university minimum residency requirements.

The privilege of seeing experiential learning credit is available to both full-time and part-time degree status students. A student should meet with his or her program advisor at the beginning of the academic career at Austin Peay State University to determine how experiential learning may be applicable to the degree. For further information, contact the Dean of Extended and Distance Education.

Students must choose CLEP, departmental challenge exams or other approved mechanisms to receive credit for prior knowledge when available in lieu of seeking credit via a portfolio.

**Candidates for portfolio credit are:**

1. Returning students with significant work experience.
2. Employed at least 5-7 years in particular field, with increasing responsibilities.
3. Highly organized – effective speakers and writers.
4. Highly motivated – will work independently to complete a project.
5. Able to reflect on work and training.

## Credit by Testing

A student may receive university credit by AP, IB, CLEP, or other such examinations and experiential learning.

## Advanced Placement Examinations (AP)

Austin Peay State University honors Advance Placement (AP) credit for certain classes in which an equivalent is offered and for which the required score is achieved. For details on scores required and course equivalences.

CEEB AP Test	APSU Courses	Credit Hours	Minimum Score
Art: Studio Art-Drawing Portfolio	ART 1040	3	3
Art: Studio Art-General Portfolio	ART 1010	3	3
Biology	BIOL 1010, 1011	4	3
Calculus AB	MATH 1910	5	3
Calculus BC	MATH 1910, 1920	10	3
Chemistry	CHEM 1010, 1011 or CHEM 1110, 1111	4	3
Chemistry	CHEM 1010, 1011, 1020, 1021 or CHEM 1110, 1111, 1120, 1121	8 or 10	4
Computer Science A	CSCI 1010	3	3
Computer Science AB	CSCI 1010, 2010	6	3
Economics: Macroeconomics	ECON 2010	3	3

CEEB AP Test	APSU Courses	Credit Hours	Minimum Score
Economics: Microeconomics	ECON 2010, 2020	6	4
English Language & Composition	ENGL 1010	3	3
English Literature & Composition	ENGL 1010, 1020	6	3
French Language	FREN 1010, 1020	8	3
French Literature	FREN 1010, 1020	8	3
German Language	GERM 1010, 1020	8	3
History of Art	ART 1030	3	3
Latin	LATN 1010, 1020 LATN 1010, 1020, 2010	8 11	3 4 or 5
Music Theory I	MUS 1180	4	3
Music Theory II	MUS 1180, 1190	6	4
Music: Aural Skills I	MUS 1185	1	3
Music: Aural Skills I & II	MUS 1185, 1195	2	4
Physics B ( <i>no laboratory credit awarded</i> )	PHYS 2010 PHYS 2010, 2020	4 8	3 4
Physics C ( <i>no laboratory credit awarded</i> )	PHYS 2110 PHYS 2110, 2120	4 8	3 4
Psychology	PSY 1010	3	3
Spanish Language	SPAN 1010, 1020	8	3
Spanish Literature	SPAN 1010, 1020	8	3
Statistics	MATH 1530	3	3
U. S. Government and Politics	POLS 2010	3	3
U. S. History	HIST 2010	3	3
U. S. History	HIST 2010, 2020	6	4
World History	HIST 1220	3	4

## International Baccalaureate (IB)

Austin Peay State University honors International Baccalaureate (IB) credit for certain undergraduate classes for which an equivalent is offered and for which the required grade is achieved.

## College Level Examination Program (CLEP)

### CLEP GENERAL EXAMINATIONS

Students who have earned fewer than 60 hours of traditional college credit may receive university credit by satisfactorily completing the appropriate CLEP (College Level Examination Program) general exam. Students seeking such credit must have earned no credit for a similar course for which the credit is to be awarded. A six-month waiting period is required before a student can repeat a general examination. Contact the University Testing Center for additional information regarding CLEP exams visit: <http://www.apsuedu/testing>.

CLEP General Examination	Minimum Score	APSU Credit/Course
English Composition (with or without essay)	50	3 hours elective credit
Humanities	50	6 hours for ART 1030 and MUS 1030

<b>CLEP General Examination</b>	<b>Minimum Score</b>	<b>APSU Credit/Course</b>
College Mathematics	50	6 hours elective credit
Natural Science <i>(does not meet Liberal Arts Core Science requirement)</i>	50	6 hours elective credit
Social Science and History	50	6 hours elective credit

### **CLEP SUBJECT EXAMINATIONS**

In order to receive credit for the CLEP Subject Examinations the students must not have received credit in a similar course for which the credit is to be awarded. Both the objective tests and the essay tests may be required for Subject Examinations. A waiting period of six months is required before student is eligible to repeat any Subject Examination. Contact the Testing Center for additional information on CLEP Examinations visit: <http://www.apsu.edu/testing>.

<b>CLEP Subject Examinations</b>	<b>APSU Courses</b>	<b>Credit Hours</b>	<b>Minimum Score</b>
American Government	POLS 2010	3	50
American Literature	ENGL elective	3	50
*Analyzing and Interpreting Literature	ENGL 1020	3	50
Calculus with Elementary Functions	MATH 1810, 1820	6	50
College Algebra	MATH 1710	3	50
College German (Levels I, II)	GERM 1010, 1020	8	50
English Literature	ENGL elective	6	50
*Freshman College Composition	ENGL 1010	3	50
General Biology	BIOL 1010, 1011	4	50
General Chemistry	CHEM 1110, 1111, 1120, 1121 or CHEM 1010, 1011, 1020, 1021	8 or 10	50
History of U.S. I: Early Colonization to 1877	HIST 2010	3	50
History of U.S. II: 1865 to the Present	HIST 2020	3	50
Human Growth and Development	PSY 3110	3	50
Information Systems and Computer Applications	CSCI 1000	3	50
Intro to Educational Psychology	PSY 3130	3	50
Intro to Business Law	BLAW 3300	3	50
Intro to Psychology	PSY 1010	3	50
Intro to Sociology	SOC 2010	3	50
Precalculus	MATH 1730	4	50
Principles of Accounting	ACCT 2010, 2020	6	50
Principles of Macroeconomics	ECON 2010	3	50
Principles of Management	MGT 3010	3	50
Principles of Marketing	MKT 3010	3	50
Principles of Microeconomics	ECON 2020	3	50
Western Civilization I: Ancient Near East to 1648	HIST 1210	3	50
Western Civilization II: 1648 to the Present	HIST 1220	3	50

\* Both the essay portion and the objective portion of the Freshman College Composition test and the Analyzing and Interpreting Literature tests are required to receive credit for English 1010 or English 1020.

## Certified Professional Secretary (CPS)

Students who have successfully passed the Certified Secretary (CPS) examination may submit scores to the Office of the Registrar and receive undergraduate credit.

APSU Courses	Credit Hours
Part I: Finance and Business Law	
MT 2010	3
MT 2250	3
ECON 2010	3
Elective credit	1
Part II: Office Systems and Administration	
CTIM 2210	3
CTIM 2300	3
CTIM 2350	3
Elective credit	4
Part III: Management	
MT 2050	3
Elective credit	6
<b>Total Hours</b>	<b>32</b>

## Correspondence Credit

Credit earned upon completion of correspondence courses taken from a regionally accredited university will be accepted. Students registered at APSU must have permission on the Coursework Approval Form to take a correspondence course. While in residence at the University, the student may not take English Composition by correspondence.

## Departmental Proficiency Examinations

Some academic departments give proficiency examinations to students under limited conditions in conjunction with an instructor who is willing to administer and grade the examination. Students should have the requisite knowledge and skills upon completion of existing courses from previous experience or personal expertise. Students should contact the respective department chair about potential examinations. Students must complete the Application for Departmental Proficiency (available from the Office of the Registrar) and pay the respective fees prior to the examination. To be acceptable for credit the student must have attained a minimum grade of "B" on the examination.

## CYBIS

Credits earned through interactive computerized instruction CYBIS will be evaluated using ACE guidelines.

## Defense Activity for Non-Traditional Education Support (DANTES)

Credit earned through DANTES – Subject Standardized Tests (DSST's) will be evaluated using ACE guidelines. DANTES are available from the Testing Center.

## Law Enforcement and Corrections Training Credit

Upon completion of one APSU course, a regular admitted student may request evaluation of training received from the following Tennessee academies:

### Metropolitan Police Department (Nashville)

CRJ 1030	Introduction to Law Enforcement	3
CRJ 1040	Introduction to Security	3
CRJ 1050	Introduction to Corrections	3
CRJ 1060	Introduction to Criminology	3
<b>Total Maximum Credits</b>		<b>12</b>

### Tennessee Basic Police School (Donelson)

CRJ 1030	Introduction to Law Enforcement	3
CRJ 1040	Introduction to Security	3
CRJ 1050	Introduction to Corrections	3
<b>Total Maximum Credits</b>		<b>9</b>

### Tennessee Department of Safety (Donelson)

CRJ 1030	Introduction to Law Enforcement	3
CRJ 1040	Introduction to Security	3
CRJ 1050	Introduction to Corrections	3
<b>Total Maximum Credits</b>		<b>9</b>

### Tennessee Department of Corrections (Tullahoma)

CRJ 1030	Introduction to Law Enforcement	3
CRJ 1040	Introduction to Security	3
CRJ 1050	Introduction to Corrections	3
<b>Total Maximum Credits</b>		<b>9</b>

## Military Service Experience

Students are eligible to receive non-traditional credit for military experiences after successfully completing one course at APSU and attaining regular student status. Military experience is evaluated using the appropriate ACE Guide recommendation. Students who have completed Basic Training are awarded two hours of Physical Activity and three hours of HHP 1250—Wellness Concepts and Practices. (See Bulletin at <http://www.apsu.edu/records/bulletins/BULLETTINS.htm>)

## Excelsior College Examination

The School of Nursing grants credit for the following Excelsior College Exam in nursing for (RN-BSN) registered nurses. If a student does not pass the examination, it may be retaken once. If the minimum score is not made, the RN-BSN student must take and pass that course within the APSU Nursing Program. Official scores must be sent to the APSU Office of Admissions and the School of Nursing. After careful review, a memo with scores attached will be forwarded to the Office of the Registrar for recording to the academic record. Contact the School of Nursing for additional information.

Excelsior College Exam	APSU Courses	Credit Hours	Minimum Score
403 Fundamentals of Nursing	NURS 3030	8	45
457 Maternal & Child Nursing	NURS 4040	9	45
503 Psychiatric & Mental Health	NURS 3060	8	45
554 Adult Nursing	NURS 3070	8	45

## PONSI – National Program on Non-collegiate Sponsored Instruction

Credit earned through PONSI will be evaluated using the National PONSI guide.