



MINNESOTA STATE
Board of Trustees

AGENDA ITEM SUMMARY

NAME: Academic and Student Affairs Committee

DATE: October 18, 2023

TITLE: Proposed Amendment to Board Policy 3.35 Credit for
Prior Learning (Second Reading)

Action

Review and Discussion

This item is required by policy

PRESENTERS

Satasha Green-Stephen, Senior Vice Chancellor for Academic and Student Affairs

PURPOSE

Board Policy 1A.1 Minnesota State Colleges and Universities Organization and Administration, Part 6. Board Policies and System Procedures requires board review and approval of proposed changes to board policy and the review of each board policy at least once every five years.

BACKGROUND INFORMATION

The proposed amendment to Board Policy 3.35 consists of: (1) updating several definitions and adding the definition of “enrolled students” to communicate credit for prior learning (CPL) opportunities are available to all students, not just students in credit bearing courses, (2) adding terminology in Part 5 to more accurately describe the assessment process and how there are no limits on the amount of CPL that can be awarded, and (3) adding to Part 7 the requirement that colleges and universities must provide pertinent information to students about the CPL appeals process

RECOMMENDED ACTION

The Academic and Student Affairs Committee recommends that the Board of Trustees approve the proposed amendment to Policy 3.35.

Date Presented to the Academic and Student Affairs Committee: 10/18/23

Date Presented to the Board of Trustees: 10/18/23

Date of Implementation: 10/18/23

PROPOSED CHANGES (SECOND READING DRAFT)

Single underlining represents proposed new language.

Strikeouts represent existing language proposed for deletion.

1 3.35 Credit for Prior Learning

2

3 Part 1. Purpose

4 To provide students with opportunities to demonstrate competence at the college- and
5 university-level from learning gained through experiences outside of a college or university
6 credit-bearing course and to establish consistent practices among colleges and universities for
7 evaluating and awarding undergraduate and graduate credit for prior learning.

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9 Part 2. Authority

10 Minn. Stat. § 197.775 Higher Education Fairness requires the awarding of credit for a veteran's
11 military training or service. Minn. Stat. § 120B.13 Advanced Placement and International
12 Baccalaureate Programs requires Minnesota State to award credit for Advanced Placement (AP)
13 and International Baccalaureate (IB). Minn. Stat. § 120B.131 College-Level Examination Program
14 (CLEP) requires Minnesota State to award credit for College-Level Examination Program (CLEP)
15 examinations. Minn. Stat. § 120B.022 Elective Standards requires Minnesota State colleges and
16 universities to establish criteria for translating Minnesota world language certificates and seals
17 into academic credit.

18

19 Part 3. Definitions

20

21 Credit for prior learning (CPL)

22 Academic credit awarded for demonstrated competence at the college- and university-level
23 from learning gained through experiences outside college or university credit-bearing
24 courses and assessed by academically sound and rigorous methods and processes.

25

26 Credit for prior learning (CPL) - external assessments

27 Assessment methods that could result in credit for prior learning achieved and assessed
28 through a nationally recognized third-party assessment organization, accredited
29 postsecondary institution, or noncredit instruction. Students demonstrate a level of
30 proficiency that is recognized through curriculum, instruction, program, or a standardized
31 exam. CPL external assessment types may include, but are not limited to, AP, IB, CLEP, and
32 other national standardized assessments, world languages seals and certificates, industry
33 recognized credentials, licenses, and certifications, and noncredit instruction in programs
34 such as registered apprenticeships, work-based training, continuing education, and
35 customized training. For military training and occupations, see System Procedure 3.35.3
36 Military Training and Military Occupations.

37

38 Credit for prior learning (CPL) - internal college/university assessments

39 College and university assessment methods and processes used by Minnesota State faculty
40 members to assess students' demonstrated learning and/or competence. Such assessments
41 determine competence-to-credit comparability, course-equivalency or individualized
42 subject status, and application to degree requirements or electives. CPL internal assessment

43 types may include, but are not limited to, portfolio assessment, interview, skills and/or
44 knowledge demonstration, individualized subject-area assessment, group or seminar
45 assessment, credit by exam, and competency-based assessment.

46
47 **Enrolled students**

48 **Includes admitted students, visiting students, degree-seeking students, and students**
49 **registered for noncredit and/or credit courses.**

50
51 **Military courses**

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53 Curriculum with measurable outcomes, rubrics, and validated student assessment
54 instruments. Courses may include lectures, small group work, case studies, skills lab, clinical
55 work, practical exercises, computer-based delivery, and discussion boards.

56 **Military occupations**

57 A service member's job(s) while in the military.

58
59 **Prior learning**

60 Learning gained in life, community and/or work-based settings, and through experiences
61 outside of the college or university credit-bearing course, including but not limited to
62 independent study, relevant experience and reflection, non-credit study programs, career
63 education, continuing education, online learning or instruction, and training or certificate
64 programs.

65
66 **Part 4. Opportunities for Students**

67 Colleges and universities shall provide current, comprehensive, and accessible information on
68 opportunities to obtain credit for prior learning to prospective, visiting, registered, and
69 admitted students as part of degree planning and advising. Colleges and universities shall
70 provide opportunities for enrolled students to demonstrate college- and university-level
71 learning achieved through experiences outside of the college or university credit-bearing course
72 that is applicable to their courses, programs, or degree requirements. Credit for prior learning
73 opportunities may include CPL external assessments, CPL internal college/university
74 assessments, and/or military courses and military occupations according to System Procedure
75 3.35.1 Credit for Prior Learning - External Assessments, System Procedure 3.35.2 Credit for Prior
76 Learning - Internal Assessments, and System Procedure 3.35.3 Military Courses and Military
77 Occupations.

78
79 **Part 5. Awarding Credit for Prior Learning**

80 Colleges and universities shall determine the credit award for students who demonstrate prior
81 learning consistent with CPL system procedures and through processes and methods of
82 external assessment, internal college/university assessment, and/or for military courses or
83 occupations. A range of internal and external assessment options, including but not limited to,
84 training, certifications, portfolio, and credit by exam, are appropriate at the undergraduate and
85 graduate levels. Faculty subject matter experts and assessors determine the most effective
86 methods for assessing student learning for a specific course, competency, or subject area.
87 Credit awarded for prior learning must not be a barrier to fulfilling a student's educational goals
88 at the graduate and undergraduate levels.

89 **Part 6. College and University Transfer of Credit for Prior Learning**

90 Credit awarded for prior learning by a college or university must be accepted in transfer by the
91 receiving college or university in accordance with System Procedure 3.21.1 Undergraduate
92 Course Credit Transfer.

93

94 **Part 7. Credit for Prior Learning Appeals**

95 Each college and university shall establish an appeals process that may be used by students
96 who are denied credit requested for prior learning. When providing students with a CPL
97 determination, colleges and universities shall also provide information about a student's right
98 to appeal, including next steps to continue the appeal. Each college and university shall retain
99 records of all CPL appeals.

Related Documents

- [Board Policy 3.21](#) Undergraduate Course and Credit Transfer and the Minnesota Transfer Curriculum.
- [System Procedure 3.21.1](#) Transfer of Undergraduate Courses, Credit, Associate Degrees, and the Minnesota Transfer Curriculum
- [System Procedure 3.35.1](#) Credit for Prior Learning - External Assessments
- [System Procedure 3.35.2](#) Credit for Prior Learning - Internal Assessments
- [System Procedure 3.35.3](#) Military Courses and Military Occupations
- [Operating Instruction 3.35.1.1](#) Coding and Encoding Credit for Prior Learning – External Assessments
- [Operating Instruction 3.35.2.1](#) Coding Credit for Prior Learning – Internal Assessments

To view any of the following related statutes, go to the Revisor's Web site (<http://www.revisor.mn.gov>). You can conduct a search from this site by typing in the statute number.

- Minn. Stat. §197.775 Higher Education Fairness
- Minn. Stat. §120B.13 Advanced Placement and International Baccalaureate Programs
- Minn. Stat. §120B.131 College-Level Examination Program (CLEP)
- Minn. Stat. §120B.022 Elective Standards

Policy History:

Date of Adoption: 9/17/08
Date of Implementation: 3/01/09
Date of Last Review: 10/17/18

Date & Subject of Amendments:

XX/XX/23 – Full review, (1) updated several definitions and added definition of “enrolled students” to communicate credit for prior learning (CPL) opportunities are available to all students, not just students in credit bearing courses, (2) adding terminology in Part 5 to more accurately describe the assessment process and how there are no limits on the amount of CPL that can be awarded, and (3) in Part 7. Appeals, the requirement was added that colleges and universities must provide pertinent information to students.

10/17/18 – Language from Policy 3.15 Advanced Placement Credit, Policy 3.16 International Baccalaureate Credit, and Policy 3.33 College-Level Examination Program Credit were incorporated. Part 3. Definitions was added, including external assessments and internal college/university assessments language. The policy was updated throughout with current terminology.

No Additional History