

# Credit for Prior Learning

## Boise State University



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*Adults entering or returning to college bring with them a wealth of learning experiences that Boise State University recognizes as important to the total University experience. In recognition of the value of these experiences, Boise State provides students with several opportunities to receive undergraduate credit for the knowledge gained through non-college experiences.*

*Achievements can be evaluated by completing standardized tests, challenging courses or completing a prior learning portfolio. Boise State University does not award credit for experience alone. Credit for prior learning is awarded for verifiable skills and learning gained through the experience.*



Prior Learning, sometimes called “experiential learning” is knowledge that is obtained outside the university setting prior to entering or returning to college. This non-traditional learning is generally acquired through work experience, travel, workshop or conference participation, advanced high school courses, volunteer work, in-service training, adult or continuing education, recreational activities or hobbies, self initiated reading and study, and involvement in professional organizations. Credit may be awarded for verifiable learning gained through experience - not for the experience itself. The options offered at Boise State University include –

- Advanced Placement (AP)
- International Baccalaureate (IB)
- College Level Examination (CLEP)
- ACE Guide assessment
- Challenge examinations
- Credit for prerequisite not taken
- Prior Learning Portfolio

## AP ADVANCED PLACEMENT EXAMINATIONS

<http://www.collegeboard.com/student/testing/ap/about.html>

Advanced Placement Exams are administered primarily in the high schools. They are usually culminating exams for high school students enrolled in honors courses. Students must score a 3, 4, or 5 on the exam to receive college-level credit. Listed below are the specific departmental credits available at Boise State for acceptable AP exam scores. Credit for AP exams not listed will be granted on the recommendations of the American Council on Education (ACE). Credit for AP exams will be recorded on the BSU transcript, with a grade of "Pass," when the student is currently enrolled at Boise State University. **AP exams cannot be used to repeat a class already completed.**

<b>Advanced Placement Examinations</b>			
AP Exam Title	Score for credit	BSU Equivalent Course & Number of Credits	
Art History	4	AR T102 Survey of Western Art II (3)	Area I
Biology	3	BIOL100 Concepts of Biology (4)	Area III
Biology	4	BIOL191 General Biology I (4)	Area III
Chemistry *	4*	CHEM111 College Chemistry (4)*	Area III
Chinese, French, German, or Spanish	3	101-102 First two semesters (8)	Area I
Chinese, French, German, or Spanish	4	101-201 First three semesters (12)	Area I
Chinese, French, German, or Spanish	5	101-202 First four semesters (16)	Area I
Computer Science A/AB	4	COMPSCI125 Intro to Computer Science (4)	
Economics: Macro	4	ECON201 Prin Macroeconomics (3)	Area II
Economics: Micro	4	ECON202 Prin Microeconomics (3)	Area II
English	3, 4	ENGL101 English Composition (3)	
English	5	ENGL101-102 English Composition (6)	
European History	4	HIST102 Western Civilization (3)	Area II
French, German, or Spanish	3	101-102 First two semesters (8)	Area I
French, German, or Spanish	4	101-201 First three semesters (12)	Area I
French, German, or Spanish	5	101-202 First four semesters (16)	Area I
Gov & Politics: U.S.	3	POLS101 American National Govt (3)	Area II
Latin Literature	3	LATIN491 Adv Latin Tutorial (3)	
Mathematics: Calculus AB	3	MATH170 Calc & Analytic Geom (4)	Area III
Mathematics: Calculus BC	3	MATH170, 175 Calc & Analytic Geom (8)	Area III
Physics B	3	PHYS111 General Physics (4)	Area III
Psychology	3	PSYC101 General Psychology (3)	Area II
Statistics	3	MATH254 Appl Statistics w/Computers (4)	Area III
United States History	3	HIST111-112 U.S. History (6)	Area II

\*Approval from the Chemistry Department is required.

AP transcripts are sent to Boise State by the Educational Testing Service during the summer. If students have taken an AP exam but did not designate BSU as a recipient, an AP transcript may be requested by writing:

**AP Program**  
**PO Box 6671**  
**Princeton, NJ 08541-6671**  
**(609) 771-7300 (phone)**  
**(609) 530-0482 (fax)**  
[apexams@info.collegeboard](mailto:apexams@info.collegeboard) (e-mail)

When ordering a transcript the following information must be included: name, date of birth, current address, daytime phone number, social security number, year test was taken, school where test was taken, name of test, where to send transcript, and BSU Code #4018. Each transcript costs \$12.00, or \$19.00 if ordered by phone (prices may be subject to change).

# **IBO INTERNATIONAL BACCALAUREATE DIPLOMA PROGRAM EXAMINATIONS**

<http://www.ibo.org>

The IBO's Diploma Program (DP) is a demanding course of study that leads to culminating exams for highly motivated high school students. Only High Level (HL) exams will receive college-level credit at Boise State University. A minimum score of 4 is required to receive credit.

Listed below are the specific departmental credits available at Boise State for acceptable IB exam scores. Credit for IB exams not listed will be granted on the recommendations of the chairman of the Department offering the course. Credit for IB exams will be recorded on the BSU transcript, with a grade of "Pass," when the student is currently enrolled at Boise State University. **IB exams cannot be used to repeat a class already completed.**

<b>IB Examinations</b>			
<b>IB Exam Title</b>	<b>Minimum Score for Credit</b>	<b>BSU Equivalent Course &amp; Number of Credits</b>	<b>Core</b>
Visual Art	4	ART 105 (3)	Area I
Biology	4	BIOL 100 (4)	Area III
	5	BIOL 191 (4)	Area III
	6	BIOL 191 & 192 (8)	Area III
Business & Management	4	MGMT 301, 334 & 410 (9)	
Computer Science	4	COMPSCI 119 (3)	
Economics	5	ECON 201 & 202 (6)	Area II
English A	4	Area I Core Literature course (3)	Area I
Geography	4	GEOG 102 (3)	Area II
	5	GEOG 100 & 102 (6)	Area II
American History	4	HIST 111 & 112 (6)	Area II
World /European History	4	HIST 101, 102 & 121 (9)	Area II
Foreign Language A2 & B	4	101 (4)	Area I
	5	101 & 102 (8)	Area I
	6	101, 102 & 201 (12)	Area I
	7	101, 102, 201 & 202 (16)	Area I
Mathematics	4	MATH 147 (5)	Area III
	6	MATH 147 & Math 170 (9)	Area III
Music	4	MUS 101 (3) General Elective Music Credits (3)	Area I
Physics	5	PHYS 111 & 112 (8)	Area III
Psychology	5	PSYC 101 (3)	Area II
Philosophy	5	PHIL 101 (3)	Area I
Social & Cultural Anthropology	5	ANTH 102 (3)	Area II
	6	ANTH 215 (3)	Area II

An IB transcript may be requested by contacting:

**IBO North America**  
**475 Riverside Drive, 16th Floor**  
**New York, NY 10115**  
**(212) 696-4464 (phone)**  
**(212) 889-9242 (fax)**  
[ibna@ibo.org](mailto:ibna@ibo.org) (e-mail)

All IB graduates before 2005 need to make their transcript request via regular mail. When ordering a transcript the following information must be included: name as it appeared on IB diploma, date of birth, name of high school where test was taken, current address, daytime phone number, year and month exam was taken and university address to send transcripts to. There is a \$10 cost per transcript request. (Prices may be subject to change).

## **CLEP COLLEGE LEVEL EXAMINATION PROGRAM**

[www.collegeboard.org/clep](http://www.collegeboard.org/clep)

College Level Examination Program (CLEP) exams include a variety of subject areas. The Reserve Desk in the Boise State library has the following study guides:

*Preparation for the CLEP (LB2353.68.P741995)*

*Cracking The CLEP (LB2353.68.C731997)*

All credit for CLEP tests is granted based on the score recommended by the American Council on Education (ACE). The CLEP tests are given in Room 115 of the Technical Services Building at 1464 University Drive. For the times and cost of the test call 426-2762. An appointment must be made to take the test. It takes 3 to 4 weeks for the test results to be sent to the Registrar's Office. Credit for CLEP exams not listed will be granted on the recommendations of the American Council on Education (ACE). Credit for CLEP exams will be recorded on the BSU transcript, with a grade of "Pass," when the student is currently enrolled at Boise State University. **CLEP tests cannot be used to repeat a class already completed.** If the score is too low, no entry is made on the transcript. According to CLEP policy, the test can be retaken in 6 months. For CLEP exams that have already been taken, a transcript can be requested by writing:

**CLEP Transcript Request Service**

**P.O. Box 6600**

**Princeton NJ 08541-6600**

**(609) 771-7865 (phone)**

**(609) 771-7088 (fax)**

[clep@info.collegeboard.org](mailto:clep@info.collegeboard.org) (e-mail)

When ordering transcripts the following information must be included: name, social security number, month and year test was taken, city where test was taken, name of test taken, where to send transcript, and BSU Code #4018. Each transcript costs \$20.00 (prices subject to change).

### **CLEP EXAMS**

These exams are designed to test knowledge in specific college subjects. Some Boise State academic departments have equated these exams to specific courses taught in their departments. These exams can fulfill major requirements as well as CORE (see the BSU catalog for explanation of CORE Area I, II, III Requirements). Credits awarded for CLEP Exams not listed below will count toward graduation requirements as elective credit, but will not fulfill CORE requirements. The score needed to receive credit has been determined by ACE.

## CLEP Examinations

CLEP Exam Title	Score for Credit (for exams taken prior to July 1, 2001)	BSU Equivalent Course & Number of Credits	Core
Accounting, Principles of	50 (47)	ACCT205- Intro to Financial Accounting (3) ACCT206 -Intro to Managerial Accounting (3)	
American Government	50 (47)	POLS101-American National Government (3)	Area II
American History I	50 (45)	HIST111-U.S. History (3)	Area II
American History II	50 (45)	HIST112-U.S. History (3)	Area II
Biology	50 (46)	Biology Elective (3)	*
Calculus	50 (41)	MATH170 Calculus I (4)	Area III
Chemistry	50 (47)	CHEM111 College Chemistry (4)	Area III
College Algebra	50 (46)	MATH143-College Algebra (3)	Area III
College Algebra/Trigonometry	50 (45)	MATH147-Precalculus (5)	Area III
College Mathematics	50 (420)	Area III Core Mathematics (6)	Area III
English Composition	50 (420)	General Elective English Credit (6)**	
French Language Level 1 Level 2	50 (39) 62 (45)	FREN101/102 Elementary French (8) FREN201/202 Intermediate French (8)	Area I Area I
German Language Level 1 Level 2	50 (36) 63 (42)	GERM101/102 Elementary German (8) GERM201/202 Intermediate German (8)	Area I Area I
Spanish Language Level 1 Level 2	50 (41) 66 (50)	SPAN101/102 Elementary Spanish (8) SPAN201/202 Intermediate Spanish (8)	Area I Area I
Educational Psychology	50 (47)	ED-CIFS203 – Educational Psychology(3)	
Humanities	50 (420)	Area I Core Humanities (6)	Area I
Macroeconomics, Principles of	50 (44)	ECON201 – Principles of Macroeconomics (3)	Area II
Microeconomics, Principles of	50 (41)	ECON202 – Principles of Microeconomics (3)	Area II
Management, Principles of	50 (46)	Lower Division Management Elective (3)	
Marketing, Principles of	50 (50)	MKTG301 – Principles of Marketing (3)	
Natural Sciences	50 (420)	Area III Core Biology (3) Area III Core Physical Science (3)	Area III
Psychology, Introductory	50 (47)	PSYC101-General Psychology (3)	Area II
Social Science & History	50 (420)	Area II Core History (3) Area II Core Social Science (3)	Area II
Sociology, Introductory	50 (47)	SOC101 - Intro to Sociology (3)	Area II
Trigonometry	50 (50)	MATH144-Analytic Trigonometry (2)	
Western Civilization I	50 (46)	HIST101- History of Western Civilization (3)	Area II
Western Civilization II	50 (47)	HIST102 - History of Western Civilization (3)	Area II

\*Area III core credit will be given only if the student completes a BIOL lab

\*\*Cannot be used to fulfill ENGL 101-102 requirement

## THE AMERICAN COUNCIL ON EDUCATION (ACE)

[www.acenet.edu](http://www.acenet.edu)

Students who have completed a training program listed in one of the following publications can submit course completion certificates or exam scores and receive general elective credit based on the recommendations of these guides:

1. *THE NATIONAL GUIDE TO EDUCATION CREDIT FOR TRAINING PROGRAMS* by the American Council on Education
2. *A GUIDE TO EDUCATIONAL PROGRAMS IN NONCOLLEGIATE ORGANIZATIONS* by The University of the State of New York
3. *GUIDE TO EDUCATIONAL CREDIT BY EXAMINATION* by the American Council on Education
4. *GUIDE TO THE EVALUATION OF EDUCATIONAL EXPERIENCES IN THE ARMED SERVICES* by the American Council on Education

Credit for ACE programs will be recorded on the BSU transcript, with a grade of “Pass,” when the student is currently enrolled at Boise State University. Students may request to obtain specific departmental credit rather than general elective credit by appealing to the appropriate academic department chair. This credit would be approved using an Adjustment of Academic Requirements form, available at <http://Registrar.BoiseState.edu/Forms/TransferOtherTestCredit.pdf> or at academic departments. For more information call 426-3486. The following is a partial listing of agencies that offer approved programs:

\*American Institute of Banking  
Defense Language Institute  
Life Management Institute (LOMA)  
National Association of Legal Secretaries  
New Horizons

*\*In the instance of the American Institute of Banking (AIB) courses, only courses offered in Washington, D.C. were evaluated by the American Council on Education (ACE) for credit purposes. Participants of AIB courses offered in Idaho or elsewhere do not fall under the ACE guidelines. The Registrar’s office consulted with the College of Business and Economics in April 2001. The Boise State College of Business and Economics reviewed the ACE recommendations for AIB and will award credit for AIB courses taken anywhere in the following manner:*

<u>AIB Course Title</u>	<u>BSU Equivalent</u>
Accounting Principles I	ACCT205 (3)
Accounting Principles II & Analyzing Financial Statements	ACCT206 (3)
Economics	ECON201 (3)
Principles of Banking	GENBUS elective (3)

## EXCELSIOR COLLEGE EXAMINATIONS

Excelsior College Examinations, formerly called PEP Examinations, are designed to test achievement in specific college subjects. Credit for Excelsior exams will be recorded on the BSU transcript, with a grade of “Pass,” when the student is currently enrolled at Boise State University. **Excelsior exams cannot be used to repeat a class already completed.** The most commonly requested exams are:

<b>Excelsior Examinations</b>		
<b>Excelsior Exam Title</b>	<b>Score for Credit</b>	<b>BSU Equivalent Course &amp; Number of Credits</b>
Microbiology	45	BIOL205 Microbiology (4)
Abnormal Psychology	45	PSYC301 Abnormal Psychology (3)
Statistics	45	PSYC295 Statistical Methods (3)

## DANTES

The Defense Activities of Non-Traditional Education Support (DANTES) program, established in 1974, offers a series of exams including: CLEP General Exam, CLEP Subject Exam, and DANTES Subject Standardized Tests. ACE has reviewed and evaluated each DANTES exam and formulated credit recommendations. Boise State will follow the ACE recommendations and grant credit for DANTES exams, with a grade of "Pass," when the student is currently enrolled at Boise State University. Further information about these exams can be obtained at the Idaho Army National Guard Education Office, 422-3761 or the following:

**DANTES/CLEP**  
**PO Box 6604**  
**Princeton, NJ 08541-6604**  
**(609) 720-6740 (phone)**

## MILITARY TRAINING CREDIT

ACE has evaluated many courses and schools completed within military service. Boise State follows the credit recommendation of ACE found in the Guide to the Evaluation of Educational Experiences in the Armed Services to award academic credit for these courses and schools. Credit for military training will be recorded on the BSU transcript when the student is currently enrolled at Boise State University. These credits are general elective "Pass" credits only and can not be used to meet CORE requirements. They can be used to fulfill major requirements only if approved by the academic department chair and the appropriate dean. Procedures for receiving this credit vary depending on the branch of the service you were in. See below for details:

AIR FORCE - Students need to order an official transcript from the Community College of the Air Force to be sent to BSU. Their credits will be evaluated from that transcript. Order transcript from:

Community College of the Air Force  
Building 836  
Maxwell AFB AL 36112-6655  
Phone # (334) 953-5033  
Fax # (334) 953-5231  
[www.maxwell.af.mil/au/ccaf](http://www.maxwell.af.mil/au/ccaf)

ARMY - Students who are or have been enlisted, may request an AARTS (Army/American Council on Education Registry) transcript to be sent to BSU. A copy of the student's DD214 (discharge paper) is also needed and a SQT or EER rating is needed for any MOS held. Course completion forms for courses completed but not listed on the DD214 are also needed.  
<http://aarts.army.mil>

NAVY - MARINES - Students need to bring in a copy of their SMART (Sailor/Marine American Council on Education Registry Transcript) and/or a copy of their DD214 (discharge paper) & any course completion for courses not listed on their DD214.  
<https://smart.navy.mil>

COAST GUARD - Students need to bring in a copy of their DD214 (discharge paper) & any course completion for courses not listed on their DD214. [http://www.uscg.mil/hq/cgi/Institute\\_Forms/index.html](http://www.uscg.mil/hq/cgi/Institute_Forms/index.html)

## ADDITIONAL OPPORTUNITIES

### CREDIT FOR PREREQUISITES NOT TAKEN

A *prerequisite* is a course (or courses) that students must have successfully completed before they can enroll in another course. For instance, before students can enroll in SPAN102 Elementary Spanish, they must first have completed SPAN101 Elementary Spanish. If a course has a prerequisite, the prerequisite is listed in the BSU Catalog, Chapter 13 “Academic Departments and Course Descriptions” or in the BSU Directory of Classes. Depending on background or experience, students may be allowed to take some courses without first taking a prerequisite course. In some cases, they may also be able to receive credit for the prerequisite course. To take a course without first taking the prerequisite, students must obtain the approval of the appropriate academic department chair. If students receive approval and earn a grade of C or higher in the advanced course, they may request credit for selected prerequisite courses. To request credit for prerequisites not taken, they must complete a Credit for Prior Learning form. Department chairs and deans determine which courses can qualify for this credit. Departments may also require that students take an examination covering the content of the prerequisite. A \$20 per course fee is charged for credit for prerequisite not taken. Students must be currently enrolled at Boise State to apply for prior learning credits. The Registrar will transcript credits awarded through prior learning after a student has successfully completed 12 credit hours at Boise State University.

### COURSE CHALLENGE

If students feel their background, education, and experience have given them sufficient knowledge in a subject area, they may *challenge* certain courses. That is, they may be able to receive credit for the course by passing a challenge exam. Each department selects which courses are available for challenge and may develop screening procedures to determine if students are eligible to take the challenge exam. For departmentally prepared exams, the department determines the grading. Grades may be recorded as either Pass/Fail or a letter grade (A, B, C, D, or F). Before students take the exam, the department will tell them what type of grading is available. Students may not withdraw from a challenge after they have taken the exam, unless the department specifically authorizes the withdrawal. To receive credit students must complete the Credit for Prior Learning form. A \$20 or \$50 per course fee is charged for challenges. Students must be currently enrolled at Boise State to apply for prior learning credits. The Registrar will transcript credits awarded through prior learning after a student has successfully completed 12 credit hours at Boise State University.

### PRIOR LEARNING PORTFOLIO

If students can answer yes to all of the following questions, they may be a good candidate for prior learning assessment:

- \* Have you completed fewer than three years of college?
- \* Do you have strong writing skills?
- \* Have you learned material comparable to college course work, perhaps through work experience, in-service training, personal study, community involvement, military training & experience, recreational activities, artistic pursuits, or travel?
- \* Can you provide documented proof of activities & learning outcomes?

Prior learning, sometimes called “experiential learning” is knowledge that is obtained through non-college experiences prior to entering or returning to college. This non-traditional learning is generally acquired through work experience, travel, military experience, non-credit workshops or training, volunteer work, self initiated reading and study and/or involvement in professional organizations. Credit for prior learning is awarded for *the knowledge and skills gained through experience - not for the experience itself*. This knowledge must be assessed as college-level learning by the appropriate academic department. Each academic department determines whether or not portfolios will be considered for academic credit. The relevant department should be contacted before a portfolio is prepared. Completed portfolios are then assessed by faculty of individual departments who will have the option of allowing or not allowing credit within their department. The fee for having the portfolio assessed is \$75.00. Portfolio credits are not transferable to other institutions, nor does Boise State accept portfolio credits granted elsewhere. Students must be currently enrolled at Boise State to apply for prior learning credits. The Registrar will transcript credits awarded through prior learning after a student has successfully completed 12 credit hours at Boise State University.

## CREDIT LIMITATIONS

Students may earn up to one-third of their total credits required for graduation in a combination of all forms of experiential learning (portfolio, challenge, CLEP credit, AP credit, DANTES credit, PEP credit, Credit for prerequisites not taken, ACE Guide credit, etc.) No more than one quarter may be earned in portfolio credit. Credits earned through any form of experiential learning will not count toward the graduation residency requirement.



## **FOR MORE INFORMATION**

Registrar's Office .....	426-4249
Administration Building, Room 110	
Transcript Information .....	426-4249
Administration Building, Room 110	
Assessment Center, Technical Services Building .....	426-2762
1464 University Drive, Room 115	
Extended Studies .....	426-1709
1015 Grant Street, Room 203	
Gateway Center .....	426-4049
2055 University Drive	
Admissions Office .....	426-1156
Administration Building, Room 101	
Toll free in Idaho - 1-800-632-6586 or 1-800-824-7017	
Mon-Fri 8:00-5:00 p.m.	
<a href="http://www.boisestate.edu">http://www.boisestate.edu</a>	

*In compliance with Section 504 of the Rehabilitation Act of 1973, Boise State University provides accessibility to academic programs to the greatest extent possible. If students have access needs that may require special accommodations please call the Student Special Services office 426-1583, or TTY# (208) 426-1454. Call at least two weeks in advance to ensure that access needs can be met.*

These guidelines were updated August 20, 2008.

