



## **Extra-Institutional Learning Experiences in the BAAS Degree**

### **Purpose**

The purpose of this policy is to define a procedure to award credit for extra-institutional learning experiences in the Bachelor of Applied Arts and Sciences (BAAS) degree.

### **Persons Affected**

This policy applies to university faculty and staff.

### **Definitions**

**BAAS Degree:** The Bachelor of Applied Arts and Sciences degree is designed to offer students an opportunity to receive college credit for extra-institutional learning experiences and to apply these credits toward a baccalaureate degree. The degree is designed to provide both academic and professional depth to individuals who have recognized competency in occupational or technical fields.

**Extra-institutional Learning:** Documented learning experience that accrues to the student outside the sponsorship of an accredited institution of higher education. Such experience may include learning sponsored by non-accredited associations, business, industry, or military units that develop knowledge, skills, and values. If the learning experience occurred outside of a training program related to professional licensure or certification, the student must submit an occupational portfolio.

**Occupational Portfolio:** A compilation of pertinent documents and third-party verification that develops a history and basis for the levels of competency submitted for evaluation. Documentation must verify that skill levels and occupational competencies are equivalent to college work.

### **Policy**

Academic credit for extra-institutional learning experience is awarded for educational attainment that is comparable to a university-level course. Such credit is granted in a variety of ways that include, but are not limited to, credit by examination, Advanced Placement (AP) credit, College Level Examination Program (CLEP) credit, occupational portfolio review, and examination by a Stephen F. Austin State University (SFA) academic unit. The credit awarded must be appropriate to a student's BAAS degree program.

The Texas Higher Education Coordinating Board (THECB) authorized SFA to offer the BAAS under the following conditions: "Semester hour credit for experience and/or exhibited competency is permissible in both Academic Foundations (up to 12 hours) and Academic Specialization (up to 24 hours). An expanded innovative program of advising and counseling will be necessary to administer the program." The College of Liberal and Applied Arts will maintain oversight of the BAAS degree and administer the extra-institutional learning credit program. The dean of the college will develop procedures to implement all aspects of the BAAS degree.



## **Procedures**

### **Procedure for Credit Awards**

The evaluation of extra-institutional learning experience is based on an examination process. The measure of credit equivalency is determined by three factors:

1. The Curriculum of the Learning Experience - The learning experience must meet the standard of currency and relevance of contemporary institutions of higher education.
2. The Qualifications of the Instructor/Supervisor - Instruction and supervision must be provided by an individual or individuals whose credentials have been reviewed and accepted by authorized peers, an appropriate sponsoring professional organization or corporation, or an institution of higher education.
3. Evaluation of Student Achievement - The validation process must use a means of evaluating the learning process that is appropriate to the subject matter and the manner of transmission.

All requests for extra-institutional credit must be submitted by the student at the time of application to the BAAS degree program. Requests must be accompanied by documentation of the learning experiences, including an occupational portfolio (if required). The director of the Division of Multidisciplinary Programs, or a designee, will review the documentation and make a determination on the amount of credit to award. Credit awarded will be submitted to the Office of the Registrar. Credit awarded for extra-institutional experiences is only applicable to the BAAS degree.

### **Appeals**

Appeals of credit awards must be made in writing to the dean of the College of Liberal and Applied Arts. The dean may either affirm the decision or make a different credit recommendation. This determination is final.

## **Related Statutes or Regulations, Rules, Policies, or Standards**

SFA General Catalog/Advanced Placement & Credit by Examination

### **Responsible Executive**

Provost and Executive Vice President for Academic Affairs

### **Forms**

None

### **Revision History**

September 1, 2023 (original)