

Memorandum

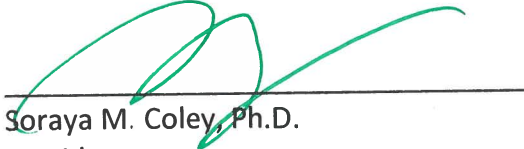
DATE: October 30, 2017

TO: Sylvia A. Alva, Ph.D.
Provost and Vice President
for Academic Affairs

copy: Cabinet
Jonna Lewis
Meredith Kelley

Lea M. Jarnagin, Ph.D.
Vice President for Student Affairs

FROM:



Soraya M. Coley, Ph.D.
President

SUBJECT: Delegation of Authority – EXECUTIVE ORDER NO. 1036
System-wide Admission Eligibility and/or Baccalaureate Credit Awarded for External
Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings

Pursuant to Executive Order No. 1036, I am delegating to the Provost and Vice President for Academic Affairs and Vice President for Student Affairs, the authority to jointly implement and exercise the provisions of said Executive Order subject to the conditions expressed therein. You may sub-delegate this authority as you see appropriate.

Attachments

THE CALIFORNIA STATE UNIVERSITY
OFFICE OF THE CHANCELLOR

BAKERSFIELD

July 14, 2008

CHANNEL ISLANDS

CHICO

MEMORANDUM

DOWNINGTOWN

EAST BAY

TO: CSU Presidents

FRESNO

FROM: Charles B. Reed
Charles B. Reed
Chancellor

FULLERTON

SUBJECT: Systemwide Admission Eligibility and/or Baccalaureate Credit
Awarded for External Examinations, Experiential Learning, and
Instruction in Non-Collegiate Settings — Executive Order No. 1036

HEMBOLDT

LONG BEACH

LOS ANGELES

Attached is Executive Order No. 1036, governing systemwide credit awarded for examinations, experiential learning, and instruction in non-collegiate settings.

MARITIME ACADEMY

As it consolidates policies that were earlier detailed in two separate executive orders (365 and 366), the new executive order also establishes a framework for annual review and revision of academic credit for external examinations (such as Advanced Placement), and gives campuses additional clarity on how to apply ACE-recommended academic credit for military service. Campuses are encouraged to use this policy in determining the number of credits veterans have upon admission.

MONTEREY BAY

NORTHridge

POMONA

SACRAMENTO

In accordance with policy of the California State University, the campus president has the responsibility for implementing executive orders where applicable and for maintaining the campus repository and index for all executive orders.

SAN BERNARDINO

SAN DIEGO

If you have questions regarding this executive order, please call Dr. Christine Hanson, State University Dean, Academic Program Planning, at (562) 951-4672.

SAN FRANCISCO

SAN JOSE

CBR/kod

SAN LUIS OBISPO

Attachment

SAN MARIANO

cc: Provosts/Vice Presidents, Academic Affairs
Executive Staff, Office of the Chancellor
Associate Vice Presidents, Academic Affairs
Deans/Directors, Admission and Records

SUNOCTA

STANISLAUS

THE CALIFORNIA STATE UNIVERSITY
Office of the Chancellor
401 Golden Shore
Long Beach, California 90802-4210
(562) 951-4700

Executive Order: 1036
Effective Date: July 14, 2008
Supersedes: Executive Orders No. 365 and 366
Title: Systemwide Admission Eligibility and/or Baccalaureate Credit Awarded for External Examinations, Experiential Learning, and Instruction in Non-Collegiate Settings.

In accordance with the provisions of this executive order, presidents of the California State University campuses or their designees may apply toward admission eligibility and/or the baccalaureate degree, credit earned from (1) examinations, (2) learning, skills, and knowledge acquired through experience, and (3) non-collegiate instruction.

This executive order supersedes Executive Orders 365 ("Systemwide Credit by Evaluation" for matriculated students) and 366 ("Evaluation of Nontraditional Credits and Grades in Determining Eligibility for Admission" for applicants).

Article 1. Credit for Examinations

- 1.1 Campus-Originated Challenge Examinations
 - 1.1.1. Students who pass campus-originated challenge examinations (as differentiated from placement examinations) shall earn credit toward the degree and/or toward the determination of admission eligibility.
 - 1.1.2. Campuses shall develop procedures governing the awarding of credit for these examinations. Campus policies should be consistent with the conditions set forth in this executive order.
 - 1.1.3. Information about challenge examinations shall be included in the campus catalogs and web sites.

- 1.2 Standardized External Examinations and Systemwide Examinations
 - 1.2.1 Campuses shall award baccalaureate credit to be applied toward the degree and/or admission eligibility to students who pass either of the following (or both):
 - A. Standardized external examinations, such as Advanced Placement (AP) Tests, International Baccalaureate (IB), and College Level Entrance Program (CLEP); or
 - B. Systemwide examinations that have been developed and approved by established CSU policy and procedures.
 - 1.2.2 Conditions of Award of Credit for Standardized External Examinations and Systemwide Examinations
 - 1.2.2.1 For standardized external examinations and systemwide examinations, the passing score and the minimum amount of credit awarded for the calculation of admission eligibility and toward the baccalaureate shall be uniform throughout the system and determined according to procedures set forth in Section 1.2.4 of this executive order.
 - 1.2.2.2 Credit for passage of standardized external examinations or systemwide examinations shall not be awarded if the student has taken that examination within the previous term.
 - 1.2.2.3 Credit for passage of standardized external examinations or systemwide examinations shall not be awarded when equivalent degree credit has been granted for regular coursework, credit by evaluation, or other instructional processes.
 - 1.2.2.4 Credit for passage of standardized external examinations or systemwide examinations shall not be awarded when credit has been granted at a level more advanced than the content in the examination.
 - 1.2.2.5 Care shall be taken not to award duplicate credit because of overlapping tests, college-level courses, or both. Where there is partial overlap, the amount of examination credit shall be reduced accordingly as determined by the CSU campus at which the student matriculates.

- 1.2.3 Application of Credits for Standardized External Examinations and Systemwide Examinations
 - 1.2.3.1 For their students who enter as freshmen, campuses shall establish policies specifying whether the credits earned by passing standardized external examinations or systemwide examinations shall be applicable as general education, major, or elective credits.
 - 1.2.3.2 For their transfer students who enter with full or partial certification in GE Breadth, campuses shall honor certifications that apply credits earned by passing standardized external examinations as authorized by CSU policy and set forth in Section 1.2.4 of this executive order.
 - 1.2.3.3 Campuses may establish policies that allow the granting of additional credits upon matriculation.
 - 1.2.3.4 Except for International Baccalaureate and Advanced Placement Tests, no more than 30 semester (45 quarter) total units of credit shall be applied to the calculation of admission eligibility nor to the baccalaureate degree on the basis of passing externally developed tests. Advanced Placement and International Baccalaureate are excluded from this limit.
 - 1.2.3.5 The name of the examination, student's score, and credit earned shall be identified on the student's academic record.
- 1.2.4 Procedures for Evaluating Appropriateness of Examinations for Systemwide Credit
 - 1.2.4.1 The Office of the Chancellor, in consultation with the Chancellor's General Education Advisory Committee, shall maintain a list of standardized external examinations and their appropriateness for systemwide credit.
 - 1.2.4.2 This list shall include passing scores, minimum credits toward admission eligibility, minimum credits toward the baccalaureate degree, and, for transfer students seeking general education certification before matriculation, placement in GE-Breadth area.
 - 1.2.4.3 The Office of the Chancellor, in consultation with the Chancellor's General Education Advisory Committee, shall be responsible for publicizing and periodically updating the list of examinations appropriate for systemwide credit.

Article 2. Credit for Demonstrated Learning, Knowledge, or Skills Acquired Through Experience

2.1 Designation of Authority

Each campus shall have the discretion to determine whether or not enrolled students may earn credit toward the baccalaureate for learning, knowledge, or skills acquired through experience. However, credit for learning, knowledge, or skills acquired through experience shall not be used in determining eligibility for admission.

2.2 Conditions of Award of Credit for Demonstrated Learning, Knowledge, or Skills Acquired Through Experience

Credit for documented learning, skills, and knowledge acquired through experience shall be subject to the following conditions:

- A. The student seeking credit for experiential learning shall be matriculated at the CSU campus granting credit.
- B. The assessment of experiential learning shall be made in the context of the institution's mission and degree programs and shall be appropriate to the applicant's degree objectives.
- C. Credit for such experiential learning shall be awarded only when it is academically creditable and verifiable as higher education credit.
- D. Before credit for experiential learning becomes a part of the student's academic record, the student shall complete at the undergraduate credit-granting campus a sufficient number of units to establish evidence of a satisfactory learning pattern. Decisions about the number of units and performance level shall be made in accordance with campus procedures.

2.3 Verification and Evaluation of Learning, Knowledge, or Skills Acquired through Experience

If campus policy permits award of such credit, the experience must be verified through written examinations, portfolios, personal interviews, demonstrations, and/or other appropriate means of documentation and must be evaluated in accord with legitimate academic standards by faculty who are competent in the appropriate disciplines. Supporting information may be supplied by a field supervisor and/or employer.

2.4 Application of Credit for Demonstrated Learning, Knowledge, or Skills Acquired Through Experience

Each campus shall have the discretion to determine the extent to which units earned for demonstrated learning, knowledge, or skills acquired through experience shall be applied either as major, general education, or elective credit. Decisions shall be made according to campus procedures.

2.5 Documentation

2.5.1 The student's academic record shall include and accurately describe the evidence and evaluation of demonstrated learning, knowledge, or skills acquired through experience.

2.5.2 Credit earned for demonstrated learning, knowledge, or skills acquired through experience shall be clearly identified in the student's academic record.

2.5.3 The objectives, policies, procedures, and bases for the awarding of credit for demonstrated learning, knowledge, or skills acquired through experience shall be fully described in the campus catalog and web site.

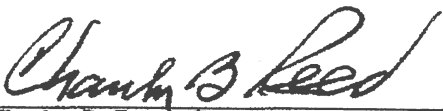
Article 3. Credit for Formal Instruction in Noncollegiate Settings

3.1 Types of Instruction Approved for the Awarding of Credit

Students shall be granted credit toward admission eligibility and toward the baccalaureate degree for the following types of formal instruction in non-collegiate settings:

- A. Completion of formal instruction in non-collegiate settings, (either civilian or military) as recommended by the American Council on Education publication *Guide to the Evaluation of Educational Experiences in the Armed Services*.
- B. Lower-division baccalaureate degree credit courses that are comparable to courses offered on most CSU campuses. (Credit should not be allowed for occupationally oriented courses designed to enable a student to function only as a technician.)
- C. Upper-division baccalaureate degree credit courses
- D. Graduate degree credit courses

- 3.2 Application of Credit for Formal Instruction in Noncollegiate Settings
- 3.2.1 Campuses shall allow the number of units recommended by the Council in its current publications, *Guide to the Evaluation of Educational Experience in the Armed Services* and the *National Guide to Educational Credit for Training Programs*.
- 3.2.2 Every effort shall be made to award credit for specific university coursework and/or category of university degree requirement, as opposed to elective credit. Campuses are encouraged to use the completion of basic military training toward satisfaction of Area E in the university's general education requirements, Title 5, Section 40405.1. No such exemption, however, should be granted from health courses required to earn a teacher credential.
- 3.2.3. Each campus shall have the discretion to determine the extent to which units earned for formal instruction in noncollegiate settings shall be applied either as major, general education, or elective credit. Decisions shall be made according to campus procedures.
- 3.3 Conditions of Award of Credit
Award of such credit shall be subject to the same conditions as those outlined in Article 1.2.2 of this executive order.
- 3.4 Documentation of Formal Instruction in Noncollegiate Settings
- 3.4.1 Both the completed military courses and the schools at which the work was completed must be documented on forms DD214, DD295, or other official documents such as the Army/ACE Registry Transcript System (AARTS), Sailor/Marine/ACE Registry Transcript (SMART), Community College of the Air Force, or United States Coast Guard transcript.
- 3.4.2 The objectives, policies, procedures, and bases for the awarding of credit for documented prior learning shall be fully described in the campus catalog and web site.
- 3.4.3 Credit earned for formal instruction in noncollegiate settings shall be clearly identified in the student's academic record.


Charles B. Reed, Chancellor

Dated: July 14, 2008