

Academic Operating Procedure 14



Credit for Prior Learning (CPL)

Effective: April 20, 2026

AOP Statement

Texas A&M University-Kingsville (TAMUK) recognizes that students acquire college-level knowledge and skills through experiences outside of traditional academic settings. This policy establishes the framework for awarding Credit for Prior Learning (CPL) to undergraduate students, acknowledging various learning pathways and facilitating timely degree completion. TAMUK is committed to upholding academic rigor and ensuring that CPL awarded represents collegiate-level learning equivalent to that achieved through formal coursework. In accordance with System Regulation *11.05.01*, this Academic Operating Procedure (AOP) defines the processes for evaluating, awarding, and documenting CPL as a form of Extra-Institutional Learning Experiences (EILE). This AOP applies to all undergraduate students seeking to earn academic credit for prior learning at TAMUK.

Procedures and Responsibilities

1. GENERAL

- 1.1 Credit for Prior Learning (CPL) may be awarded through a variety of assessment methods for learning acquired through, but not limited to, the following:
 - (1) Standardized external examinations (e.g., College Level Examination Program (CLEP), Advanced Placement (AP), DANTES Subject Standardized Tests (DSST), International Baccalaureate (IB))
 - (2) Military service and training
 - (3) Professional certifications, licenses, and industry-recognized credentials
- 1.2 The Council for Adult and Experiential Learning (CAEL), a national leader in developing best practices for assessing and awarding Credit for Prior Learning (CPL), has advanced a set of ten standards that provide a research- and evidence-based framework to ensure CPL is academically rigorous and transparent. These standards (www.cael.org) emphasize that credit is awarded only for verifiable learning. This AOP was developed in alignment with applicable CAEL standards.
- 1.3 Courses in the Workforce Education Course Manual (WECM) will be evaluated on a case-by-case basis for transfer credit at TAMUK and are not considered a form of CPL.

2. PRINCIPLES FOR AWARDING CPL

- 2.1 Credit for Prior Learning will only be awarded for collegiate-level learning that is relevant to the student's declared degree program at TAMUK and aligns with the learning outcomes of specific courses offered.
- 2.2 The level and content of prior learning must be equivalent to the learning outcomes of the corresponding TAMUK course(s). All assessment methods are designed to ensure academic rigor and collegiate-level achievement.
- 2.3 All CPL requests must be supported by official documentation from the relevant issuing body, as determined by TAMUK.
- 2.4 Students will not receive duplicate credit for learning already earned through traditional coursework or other CPL methods.
- 2.5 Credit awarded for prior learning at TAMUK may not be transferable to other institutions; students should consult receiving institutions for guidance.
- 2.6 Credit awarded through CPL will be recorded on the student's official TAMUK transcript as a grade of "CR" (Credit), or an equivalent designation.
 - 2.6.1 If a letter grade is assigned to the awarded credit, it will be included in the student's GPA calculation.
- 2.7 No more than 45 of the credit hours required for a baccalaureate degree may be earned through CPL unless approval is granted by the Provost and Dean of Undergraduate Studies.
- 2.8 Credit for Prior Learning will not count toward the semester credit hours required for residency at TAMUK.
- 2.9 Credit earned by examination or other CPL methods will not count toward the number of semester credit hours required for graduation with honors.
- 2.10 Students may appeal a CPL decision, in accordance with university policy (Final Grade Appeal Process, Section 19 of the Student Handbook), through the Office of the Dean of Undergraduate Studies.
- 2.11 Students may be subject to processing or assessment fees for CPL requests, as published by the Office of the Registrar. These fees are nonrefundable regardless of outcome.

3. METHODS FOR AWARDING CREDIT FOR PRIOR LEARNING

- 3.1 Standardized External Examinations (CLEP, AP, DSST, IB, etc.)
 - 3.1.1 TAMUK accepts credit for specified levels of achievement on institutionally approved, standardized examinations.

- 3.1.2 Minimum scores acceptable for credit on various examinations will be published annually in the TAMUK Undergraduate Catalog and on the Testing Center website.
 - 3.1.3 Official examination results (scores) must be sent directly from the testing agency to Texas A&M University-Kingsville.
 - 3.1.4 The Office of Admissions, in consultation with academic departments, will determine course equivalencies.
- 3.2 Military Credit
- 3.2.1 Texas A&M University-Kingsville is committed to recognizing the educational value of military service and training.
 - 3.2.2 Military credit will be evaluated in accordance with the recommendations of the American Council on Education's (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services.
 - 3.2.3 Students must submit official Joint Services Transcripts (JST) or Community College of the Air Force (CCAF) transcripts to the Office of Admissions for evaluation.
 - 3.2.4 Credit will be awarded for learning that aligns with the learning outcomes of specific TAMUK courses and is applicable to the student's degree plan.
 - 3.2.5 Military credit may not be applied to the Core Curriculum except as allowed by the Texas Higher Education Coordinating Board (THECB) or university articulation tables.
- 3.3 Professional Certifications, Licenses, and Industry-recognized Credentials
- 3.3.1 The University may award credit for documented learning demonstrated through professional certifications, licenses, and industry-recognized credentials that are evaluated and deemed equivalent to college-level coursework.
 - 3.3.2 Academic departments, in coordination with the TAMUK Office of Workforce Development, and the dean of the respective college, are responsible for reviewing and approving credentials listed in the CPL matrix to establish course equivalency.
 - 3.3.3 Students seeking this type of CPL must submit official documentation of their certification or credential to the Office of Undergraduate Studies.

4. RESPONSIBILITIES

- 4.1 The TAMUK Office of the Registrar is responsible for maintaining the integrity of official student academic records, including the accurate posting of approved CPL credits to transcripts once evaluations are complete. The Office of the Registrar will ensure consistency in CPL record-keeping, communicate final determinations to students and advisors, and coordinate with the Office of Admissions and academic units

to uphold compliance with institutional and state reporting requirements. The Office of the Registrar will not make determinations on credit equivalencies.

- 4.2 The Office of Admissions will be responsible for posting CPL to student transcripts and maintaining official CPL records. The Office of Admissions will also evaluate standardized external examinations, professional certifications, and military transcripts for transfer. All evaluations will be completed within 30 days of the initial request; this timeline applies only to the evaluation process, not to transcript posting or record maintenance.
- 4.3 Academic departments within each college will be responsible for approving course equivalencies for various CPL methods and evaluating professional certifications/licenses. Departments will submit documentation to the Office of Admissions to add equivalency to the course inventory.
- 4.4 Academic advisors will be responsible for advising students on CPL options and how CPL may apply to their degree plans.
- 4.5 Students are responsible for initiating CPL requests, providing all required documentation, and understanding the implications of CPL on their academic progress and degree completion.
- 4.6 The Provost will appoint a Credit for Prior Learning (CPL) Committee, which will consist of a representative from the following units: Registrar's office, Admissions, Workforce Development, Undergraduate Studies, Financial Aid, Veteran Services, Performance Excellence, Advising, one representative from each College, and the Dean of Undergraduate Studies (Chair). The CPL Committee will meet at least once a year and is responsible for the review of this AOP and approved course equivalencies, as well as providing revision recommendations to the Office of the Provost and Senior Vice President for Academic Affairs. The CPL Committee review process will ensure the procedure's effectiveness, alignment with best practices, and compliance with THECB guidelines.

Related Statutes, Policies, Rules, or Requirements

[Texas Education Code, 61.821-61.828 and for credit for experience 61.835](#)

System Policy [11.05, Recruitment and Admission of Transfer Students and Consideration of Prior and External Learning Experiences](#)

System Regulation [11.05.01, Institutional Requirements for Transfer and Acceptance of Prior and External Learning Experiences](#)

[Texas A&M University-Kingsville Student Handbook](#)