Capella University awards credit for learning that has been achieved outside of the university courseroom through the following three processes:

- Nationally recognized examination programs
- American Council on Education (ACE) recommended credits for military training, corporate training, and business-related certifications
- Prior Learning Assessment (PLA).

The total number of credits awarded toward a Capella bachelor’s degree through the transfer process, national examinations, ACE recommended credits, and prior learning assessment cannot exceed 75 percent of the total degree credit requirements. At least 25 percent of the total degree credit requirements must be earned through the completion of upper-division Capella courses.

**Nationally Recognized Examination Programs**

1. Advanced Placement (AP): Scores of three or above on AP exams are awarded six quarter credits. When applicable, these credits will be counted toward the completion of general education requirements and lower-division electives.
2. International Baccalaureate (IB): Learners who have earned an IB diploma with composite scores of 30 or higher will be awarded 12 quarter credits for each higher-level exam, and three quarter credit hours for each standard level exam. Learners who participated in an IB program but did not receive an IB diploma, or received a composite score lower than 30 will be awarded 12 quarter credits for each higher level exam on which they scored five or higher. When applicable, these credits will be counted toward the completion of general education requirements.
3. College-Level Examination Program (CLEP): Credit will be awarded for the successful completion of CLEP exams as outlined by ACE recommendations. When applicable, these credits will be counted toward the completion of general education requirements.
4. Defense Activity for Non-Traditional Education Support (DANTES): Credit will be awarded for the successful completion of DANTES exams as outlined by ACE recommendations. When applicable, these credits will be counted toward the completion of general education requirements.

**Note:** A maximum of 45 examination credits may be applied toward a Capella bachelor’s degree.

**ACE Recommended Credits**

Capella may grant credit for learning obtained through military training, college-level course work, corporate training programs, and business-related certifications that have been reviewed and recommended for credit by the ACE. The maximum credit recommended by ACE will be awarded for all ACE-reviewed training and course work.

**Credit through Prior Learning Assessment**

As a competency-based institution, Capella also allows learners to document their experiential learning for credit through the prior learning assessment process. Learners must demonstrate that they have mastered the competencies of one or more specific Capella courses by documenting college-level learning gained through experience. If mastery of the competencies is successfully demonstrated, learners are granted credit for the Capella course(s). Bachelor’s degree learners may fulfill no more than 50 percent of the total credits for the bachelor’s program through the PLA process. General education requirements cannot be fulfilled through the PLA process, but can be satisfied through successful completion of relevant CLEP exams.

At the graduate level, Capella currently grants credit for prior learning for a limited number of courses within the School of Business and Technology. Graduate learners in the MS in information technology and the MS in organization and management programs may fulfill no more than five courses or 20 credits of required program-specific course work through prior learning assessment credits. Graduate learners in the MBA program may fulfill no more than five courses or 15 credits of required program-specific course work through prior learning assessment credits.

*For residents of Washington state, prior learning assessment credits may be used for the bachelor’s and MBA programs only.*