



Policy: 03-51-00

Recording Non-Traditional Credit

OFFICE OF RECORD: Office of Vice President for Academic Affairs

ISSUED BY: Vice President for Academic Affairs

APPROVED BY: Douglas D. Knowlton, 03-51-00

EFFECTIVE DATE: 9/20/89

(Last Revised 7/12/06)

Policy

Dakota State University allows students to earn academic credit for non-traditional learning experiences when those experiences are equivalent to course-work provided at Dakota State University. DSU will evaluate and record credit for the non-traditional learning experience of degree-seeking students currently enrolled at Dakota State University or former students of Dakota State University seeking enhanced certification, licensure or employment opportunities.

Baccalaureate-degree students may earn a maximum of 32 semester hours and associate-degree students may earn a maximum of 16 semester hours via non-traditional learning experiences. These maximum credit limits apply, regardless of the number of majors in which the student is enrolled. Credit earned for non-traditional learning experience will not meet degree residency requirements.

Dakota State University cannot guarantee that credit earned for non-traditional learning experience at DSU will transfer to other institutions, since institutional practices/policies vary.

Procedure

Advanced Placement (AP)

Credit for work accomplished in high school through the Advanced Placement program of the College Examination Board will be awarded, based on the approved exams and scores noted in the university catalog under "Advanced Placement".

1. Students complete the Advanced Placement test administered by their high schools and request that the scores be reported to Dakota State University.

2. AP sends scores to the students and to DSU's Office of the Vice President for Academic Affairs. The Vice President's Office notifies the Registrar of the exam results and, if the scores meet or exceed DSU's standards, the Registrar enters the credit for the examinations on the students' transcripts. (Nothing is entered on transcripts if the AP scores do not meet DSU credit standards.)

College Level Examination Program (CLEP)

Students may take CLEP (College Level Examination Program) exams to earn credit for specific courses. A listing of specific course equivalencies and minimum scores are noted in the university catalog under "CLEP".

DSU credit will be granted only for passing scores the first time a CLEP subject examination is taken. If a student has failed a course (a grade of D or F), a CLEP examination cannot be used to gain DSU credit for the failed course.

1. Students contact the Office of Institutional Effectiveness and Assessment (Heston Hall, 256-5101) for CLEP information and to schedule an appointment.
2. Students pay the appropriate test fee and complete the computer-based exam
3. The Office of Institutional Effectiveness and Assessment provides an unofficial score report to the student and electronically submits the test results to Educational Testing Services. ETS sends the official results to the Vice President for Academic Affairs. The Vice President's Office notifies the Registrar and the student of the official exam results and, if the score meets or exceeds DSU's standards, the Registrar enters the credit for the exam on the student's transcript. (Nothing is entered on the transcript if the CLEP score does not meet DSU credit standards.)

Departmental Credit-by-Examination

In subjects for which there is no equivalent CLEP examination, students may petition to challenge college coursework via a departmental credit-by-examination. A grade of "C" or better is required on the exam to earn course credit.

DSU credit will be granted only for passing scores earned the first time each subject department credit-by-exam is taken. If a student earned a grade of D or F in a course, a departmental credit-by-exam cannot be used to gain DSU credit for that course. Students cannot earn credit-by-exam credit for courses if they have already completed higher-level courses in that content area.

1. The student completes the "Application for Credit by Examination" form and discusses the course challenge process with the dean of the college

that offers the course. The "Application for Credit by Examination" form is available through the College office or DSU's website. This request must be approved by the dean by the deadline for withdrawal from a full-semester course, which is published in the Academic Calendar.

2. The dean approves the student request and makes arrangements with a faculty member for administration and grading of the examination. If a departmental examination is not already in place, the dean and appropriate faculty member(s) will consult on development of an appropriate examination.
3. The faculty member administers and grades the examination following the guidelines established by the college. Examination results are reported by the faculty to the dean prior to the end of the academic term in which the grade will be recorded.
4. The dean notifies the student and the Registrar of the outcome. Only successful exams are noted on the student's transcript.

Credit for Prior Learning/Work Experience

Requests for credit via prior learning/work experience must directly correspond to academic coursework offered by Dakota State University. The experiential learning must be fully described and documented by the student in writing to indicate the direct correspondence or equivalence to specific university course(s). Requests should be evaluated by external supervisors, if appropriate, and by University officials in light of the student's educational objectives.

1. Students prepare a cover memo to the Vice President of Academic Affairs, stating the course(s) for which he/she would like to receive prior learning credit. In addition to the memo, the student's application for prior learning should include:
 - a. Transcript for the course(s) (either an original or a copy) that includes the course prefix, number, title and date of enrollment;
 - b. Course syllabus;
 - c. Name of instructor;
 - d. Any course projects that seem appropriate;
 - e. Statement/memo from the student's DSU advisor, indicating the student and the advisor have discussed the student's application and the advisor agrees that prior learning credit is appropriate for this student in this major; and
 - f. \$25 per transcript processing fee

In cases where the prior learning application is based on experiential learning, rather than completed coursework, the documentation should include:

- g. Statements from work supervisors (or the company's human resources director) indicating job requirements and skills needed for the position held,

- h. Examples of work projects,
 - i. Other appropriate proof of work experience
 - j. \$25 per course processing fee
2. Student memo plus documentation is submitted to the Vice President for Academic Affairs;
3. A faculty committee is appointed to review the application and reports its recommendation to the college dean, who forwards the recommendation to the Vice President for Academic Affairs;
4. Enrollment Services, the student, and advisor are notified by the Vice President for Academic Affairs of the committee's recommendation.

Military Credit

Military credits are evaluated according to guidelines set forth by the American Council on Education and published in the Guide to the Evaluation of Educational Experiences in the Armed Services. Dakota State University has been approved as a Service members Opportunity College and is listed in the SOC Guide for use by military personnel.

Students requesting evaluation of military work should provide at least one of the following documents to the Registrar:

- DD Form 214 "Armed Forces of the United States Report of Transfer or Discharge"
- Copy of the course evaluation done by the American Council of Education (ACE)
- An official copy of DANTES transcript