

Guideline

Office/Contact: Provost/Vice President for Academic Affairs

Sources/Links:

BOR Policy: <https://www.sdbor.edu/policy/documents/2-5.pdf>, 2:5 Transfer, C.6. Credit received Through Validation Methods & Prior Learning Assessment

NSU catalog:

http://catalog.northern.edu/content.php?catoid=12&navoid=1016#Academic_Credit_for_Non-Traditional_Learning_Experiences

NORTHERN STATE UNIVERSITY

Policies and Guidelines

SUBJECT: Credit by Portfolio or Exam

NUMBER: 2.8.3

1. Purpose

Educational experiences that are equivalent to coursework provided at Northern State University, but could not otherwise be accepted by the university may be evaluated by institutional exam or Prior Learning Portfolio, at the discretion of the dean in the student's academic area of study, when nationally recognized examinations (AP, CLEP, etc.) are not available. Only students enrolled in a degree program at Northern State University are eligible for either of these options.

2. Definitions

Accredited Institution: An institution holding accreditation from one of the following regional accrediting bodies, unless otherwise specified: Middle States Commission on Higher Education, New England Association of Schools and Colleges, Higher Learning Commission, Northwest Accreditation Commission, Southern Association of Colleges and Schools, Western Association of Schools and Colleges.

Nontraditional learning experiences: Nontraditional learning experiences include coursework from a non-accredited institution or work experience.

3. Guideline

INSTITUTIONAL COURSE EXAMINATION

In subjects for which there is no equivalent nationally recognized examination, educational experiences may be evaluated by institutional exam at the discretion of the dean in the associated area of study. Generally, only lower division (numbered below 300) courses may be challenged.

Students discuss the proposal with the department coordinator of the department that offers the course and the dean of that academic area and obtains the "Application for Institutional Course Examination" form available through the Registrar's Office.

The Registrar checks that all criteria have been met, then signs the form indicating the desired course examination is in line with University policy.

The department coordinator & dean sign the form if approved and make arrangements for administration and grading of the examination.

The student takes the form to the Finance Office and pays the fee. The Finance Office signs the form to indicate this is done. Current costs for challenge exams are noted in the university catalog under Fees and Expenses, Non-Resident Tuition, Credit by Examination.

The student takes the form to the faculty person identified on the form who administers and grades the exam. The exam results are reported on the form. The test should be arranged as soon as possible, but no more than thirty days after payment of the fee.

The signed form is returned to the Registrar's Office. Only successful exams are noted on the student's academic record.

If the student fails to establish credit, the examination cannot be repeated nor can the application fee be refunded.

CREDIT FOR PRIOR LEARNING/WORK EXPERIENCE BY PORTFOLIO

Requests for credit via prior learning/work experience must directly correspond to academic coursework offered by Northern 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. For coursework from non-accredited institutions:

Students prepare a cover memo to the appropriate Dean (of the area the courses falls in), 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:

- Transcript for the course(s) that includes the course prefix, number, title and date of enrollment;

- Course syllabus;

- Name & credentials of instructor;

- Any course projects that seem appropriate;

- Statement/memo from the student's NSU 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

Institutional Exam Fee (per course evaluated)

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

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

Examples of work projects,

Other appropriate proof of work experience

Institutional Exam Fee (per course evaluated)

Student obtains application from the Registrar's office, pays fee at the Finance Office, then returns with documentation to the Registrar's Office.

Registrar's Office forwards application and documentation to the Dean of the appropriate school;

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;

The completed form is returned to the Registrar, who notifies the student of the result and records the credit if approved.

If the student fails to establish credit, the portfolio cannot be resubmitted nor can the application fee be refunded.

4. Source History

Proposed by Registrar: 3/29/2021

5. Appendix

Application for Credit by Portfolio or Credit by Exam

https://portal.sdbor.edu/nsu-fac-staff/FacultyResources/registrar/_layouts/15/WopiFrame.aspx?sourcedoc={B87EB6C2-3B03-4361-BBF9-E6BEEA5EFB5A}&file=APPLICATION%20FOR%20CREDIT%20BY%20PORTFOLIO-EXAM.pdf&action=default