

Webber International University

Florida and North Carolina Campuses

Noncredit to credit	Approved: NC Faculty January 28, 2009
	Approved By: Joint Institutional Planning Committee
CS 3.4.8	Reviewed:

3.4.8: “The institution awards academic credit for course work taken on a noncredit basis only when there is documentation that the noncredit course work is equivalent to a designated credit experience.” (Noncredit to credit)

Policy

The University recognizes that learning takes place in settings other than the traditional classroom. Such experiences, when properly documented with actual application in work and other situations, may be evaluated for possible academic credit.

Any credit awarded for experiential learning will apply to general electives, related studies, and by exception and with the appropriate Department Chair’s written approval may apply to the general education requirements.

Unless specifically approved by the major department will not be used in substitution for requirements in the student’s major area of study.

In reviewing applications for experiential learning credit, the University will apply standards published by the American Council on Education through its University Credit Recommendation Service.

A student seeking Experiential Learning Credit (ELC) must demonstrate with proper documentation that learning has occurred.

Credit is awarded for learning outcomes, not life experiences.

The knowledge gained must be of collegiate quality, and must be equivalent to the contents of a similar course included in the current curriculum at the relevant campus (either Florida or North Carolina).

The quantity and quality of learning the student believes he/she has acquired must be academically measured and compared to the learning outcomes expected from students attending a similar course at this institution.

A technical course might be considered only if it meets academic standards in content and expected learning outcomes commonly expected in a similar course at this institution curriculum.

All ELC that are awarded must relate to the current University curriculum and to the learning outcomes expected in its courses.

Any exceptions to the above will be handled on an individual basis, and must be approved by the appropriate Department Chair and the chief academic officer.

Applications for Experiential Learning Credit:

An application must be submitted either prior to the student's matriculation, or in the student's first semester of study. The portfolio submitted by the student for Experiential Learning Credit must be completed within the student's first semester of study.

A student desiring to apply for Experiential Learning Credit will contact the Academic Affairs Office to discuss the requirements for such credits. The student will be provided with guidelines for preparation of a portfolio documenting the learning outcomes associated with the student's experience or training.

The portfolio shall include, at a minimum:

- a) Dates of instruction or experience, location, sponsoring organization, names and contact information of faculty member(s), and to the extent possible, information regarding faculty credentials.
- b) Bibliographic information for any published books or documents employed in the course.
- c) A copy of any instructional materials employed (syllabus, hand-outs, training materials, etc.).
- d) Documentation of stated learning outcomes (may be included in the course syllabus).
- e) Copies of any assignments submitted in the course of the training.
- f) A description, in narrative form and in the student's own words, of the educational experience, the skills or knowledge acquired, and applicability to the student's degree program at this institution.
- g) The applicable University course(s) the student is requesting these experiences parallel.

Procedure:

Once the portfolio is completed and submitted to the Academic Affairs Office, there will be consultation with appropriate Department Chairs to ascertain the appropriateness of the documented learning outcomes as related to the University's requirements.

Subsequent to this review and consultation, the student will be notified of the acceptance or non-acceptance of the documented learning outcomes as satisfying one or more parallel University requirements.

In the case of acceptance, the Registrar will be notified of any credits to be awarded, and their distribution.

Credits awarded by Experiential Learning portfolios will be billed at the currently adopted per-credit hour rate plus an additional fee of \$50 per credit.

Appeal:

If the decision is reached to not allow the granting of requested credits, the student may appeal the Associate Dean's decision to the Dean of the University. The decision of the Dean shall be deemed final.

Implementation responsibility: Academic Affairs

Policy review cycle: At least every three years

Compliance: Mandatory

(Policy Noncredit to credit DRAFT CS 3 4 8.doc)