

Responsible Official: Vice President for Academic Affairs

Responsible Office: Academic Affairs

Next Review Date: June 2025

Website Address:

<https://mymoc.moc.edu/services/ir/policies/Public%20Policies/AwardAcceptanceCredit.pdf>

AWARD OR ACCEPTANCE OF CREDIT

POLICY STATEMENT

The University of Mount Olive defines and disseminates policies and procedures for determining the acceptance of credit for learning outside of its own educational programs, and for the conversion of coursework from noncredit to credit, that conform to commonly accepted practices in higher education and to the credit hour policy of its regional accreditor.

REASON FOR POLICY/PURPOSE

This policy centralizes the relevant policy elements of University publications for determining the award or acceptance of credit for learning outside of its own educational programs, and for the conversion of coursework from noncredit to credit. It also ensures that these policy elements are periodically assessed, widely disseminated, support the achievement of goals consistent with the University's Mission, and conform to commonly accepted practices in higher education, including Standards 10.7 and 10.8 of the Southern Association of Colleges and Schools Commission on Colleges.

OPERATIONAL DEFINITIONS

CLEP Exam – College Board's College-Level Examination Program

DANTES - Defense Activity for Nontraditional Education Support

Institutional Credit Hour - The University of Mount Olive conforms to the Federal definition of a credit hour and defines a semester credit hour as 45 hours of combined learning, including class interaction, individual study, evaluation, experiential learning, writing, application, research and instruction by qualified faculty. Course credits are based on student learning outcomes that are standardized for all courses in all modes of delivery. For classes that meet less than the Carnegie Standard, the University de-emphasizes "seat time" (time in class) as the primary metric for determining the amount of student work for Federal purposes. Instead, per the flexibility of the Federal definition, "credits are awarded on the basis of documentation of the amount of work a typical student is expected to complete within a specified amount of academically engaged time".

POLICY/PROCEDURES

UNDERGRADUATE LEVEL/GRADUATE LEVEL

PROCEDURES FOR DETERMINING CREDIT HOURS ACCEPTANCE FOR TRANSFER AND NON-CREDIT COURSEWORK

Appendix A presents an overview of the Acceptance of Credit Procedures for learning outside of the University of Mount Olive educational programs that follow.

TRANSFER OF CREDIT

The University of Mount Olive will consider credits from these sources:

- A regionally accredited institution (note: credits must have been awarded while the institution was actively regionally accredited)
- Non-collegiate settings, which are recognized by the American Council of Education. Work must parallel courses taught at the University of Mount Olive.
- An articulation agreement where an entire body of courses are preset for acceptance for degree completion.

Credits from foreign institutions of higher education will be evaluated on an individual basis. Transcripts must be translated into English prior to being evaluated. Students are required to complete an application for evaluation. The evaluation will identify each credential, provide the US equivalent, and show US credit and equivalent grades for each subject beyond the secondary level. The cost of evaluation is the responsibility of the student applicant. Applicants should contact the Admissions Office for information.

Students who have completed an Associate degree may transfer up to 64 semester hours toward the Bachelor of Science degree. Where no articulation is in place, technical program credits earned by students wishing to complete the BA/BS Degree will be evaluated on an individual basis.

All transfer work from accredited institutions must represent university level coursework with grades of A through C-. Course credits validated by acceptable scores on CLEP/DANTES examination, credit by examination, and formal professional or military training recognized by the American Council on Education may be transferred. Credit is awarded only in areas offered within the current curriculum of the University and must be appropriately related to the student's educational program.

Additional Transfer Guides for Graduate Programs: The University accepts a maximum of nine (9) semester hours of graduate transfer credit. Specific course transfer policies for Graduate Programs are defined for each program in the UMO Graduate Catalog, section *Transfer of Credit*.

NON-TRADITIONAL CREDIT (FOR UNDERGRADUATES)

In addition to regular instruction, a student may earn a maximum of 45 semester credit hours (one semester credit hour = one institutional credit hour (sh)) from the following combination of nontraditional methods:

Experiential Learning Credit (ELC):

The University of Mount Olive recognizes that learning takes place in settings other than the traditional and virtual classroom. Such experiences, when properly documented with actual application in work and other situations, may be evaluated for possible academic credit. The subject matter expert (SME) will evaluate any potential credit for experiential learning. Based upon the recommendation of the SME and approval by the academic dean, ELC may be applied to general electives, related studies, general education requirements, or the major provided the student can demonstrate the achievement of stated course student learning outcomes. A student may seek ELC with proper documentation that collegiate-level knowledge, skills, abilities, and learning consistent with the stated course learning outcomes has occurred. A postsecondary course of study might be

considered only if it meets academic standards in content and expected learning outcomes commonly expected in a similar course in the University of Mount Olive curriculum.

Credit by Examination

The abbreviation “CE” stands for College Board Advanced Placement Test and CLEP/DANTES Examination:

For Advanced Placement and CLEP/DANTES Examinations, a total combined maximum of 15sh can be applied toward an associate degree and a maximum of 30sh toward a baccalaureate degree. For Challenge Exams, a maximum of 12sh can be applied toward either an associate or a baccalaureate degree. These tests must be taken prior to October 1 for December graduation, March 1 for May graduation, or June 1 for August graduation.

The University offers standardized processes through which a student may receive credit without completing coursework. For selected courses, credit may be earned through College Board Advanced Placement Tests and CLEP/DANTES Examinations. A student successfully completing one of these examinations will have a notation of “CR” and hours of credit recorded on the official transcript. CE credit hours apply toward graduation, but no grade points are awarded.

Credit for a College Board Advanced Placement Test, administered by the College Entrance Examination Board, requires a score of three or higher. A maximum of 15 semester hours of AP credit can be applied toward an associate degree and a maximum of 30 semester hours toward a baccalaureate degree.

Credit for CLEP/DANTES Examinations can be granted upon the Registrar’s receipt of an official transcript/report. Recommendations of the American Council on Education (ACE Guide) will be honored for both total scores and/or individual subject exam scores. Credit will be entered on the student transcripts with appropriate semester hours, without grade points. A maximum of 15 semester hours of CLEP/DANTES credit can be applied toward an associate degree and a maximum of 30 semester hours toward a baccalaureate degree.

If the application is approved, the SME will provide the Challenge Exam to an appropriate proctor when the exam date has been set. At the time of the examination, the student must pay a \$100 CE fee or show evidence of the fee being charged to the student’s account in the Business Office. Test results will be forwarded to the Registrar and earned credit will be recorded on the transcript as “CE” without grade points. An unsuccessful challenge will not be recorded on the transcript.

Excerpted language from University Catalog

CONTACTS

Vice President for Academic Affairs, 643 Henderson St, Mount Olive, NC 28365 919-658-7755

APPROVED BY

General Faculty

Executive Council

APPENDICES (INCLUDING ANY FORMS/INSTRUCTIONS)

Appendix A. Overview of Award/Acceptance of Credit Procedures for learning outside of University of Mount Olive educational programs

Experiential Learning Credit (ELC) Manual

University Catalogs (Traditional Undergraduate, Adult Undergraduate, Graduate)

HISTORY/REVISION DATES

Original adoption date(s): August 7, 2012

Last Amended date: November, 2019

End Date for Policy (if applicable): NA

RELATED COMPLIANCE STANDARDS/EXTERNAL POLICY DOCUMENTS:

SACS Standard 10.7 (Policies for awarding credit)

SACS Standard 10.8 (Evaluating and Academic Credit)

APPENDIX A. OVERVIEW OF AWARD/ACCEPTANCE OF CREDIT PROCEDURES FOR LEARNING OUTSIDE OF UNIVERSITY OF MOUNT OLIVE EDUCATIONAL PROGRAMS

Overview of Award/Acceptance of Credit Procedures for Learning Outside of University of Mount Olive Educational Programs: [See University Catalogs for details]				
One Semester Credit Hour	Standardized		Assessment Responsibility	Student Expectation of Independent Work
	Criteria	Objectives		
Transfer Credit	Classes approved by appropriate school dean, or defined by articulation agreements	no	Office of the Registrar	none
ELC	Learning judged to meet objectives	yes	program chair, dean approval per ELC manual	Prove college level application of learning
CLEP & DANTES	Score set by program	no	Examination	none