Competency Based Credit-Earning Options Procedure
(see the catalog or the SPAN or GERM faculty for procedure regarding the Foreign Language Requirement)

Dickinson State University recognizes that students may bring knowledge and/or skills with them when they come to college, and the knowledge and/or skills often can be applied toward a degree. Competency Based Credit-Earning Options are methods of earning college credit for college-level knowledge and/or skills acquired outside the traditional classroom. The knowledge and/or skills must be equivalent to what would be learned in a college course on the same subject.

Restrictions

1. For Prior Learning Assessment Credit and Evaluated Non-College Coursework Credit, the student must have matriculated into Dickinson State University, must meet with an advisor and, with the recommendation of the advisor, must register for UNIV 200 Portfolio Preparation. They may apply for either Prior Learning Assessment Credit or Evaluated Non-College Coursework Credit or both during the class or for one year after completing the class.
2. For Standardized Exam Credit and Military Credit, the student must have matriculated into Dickinson State University.
3. The student may not apply for Competency Based Credit-Earning Options for any course that was previously attempted or taken (appearing on the DSU transcript as a W, F or other letter grade).
4. Competency Based Credit-Earning Options are graded S (Satisfactory). Credit sought but not approved does not appear on the student's transcript and a U (Unsatisfactory) is not applied. Competency Based Credit-Earning Options do not count as courses that students elect to take with S/U grading, therefore they do not count toward the limit of 15 credits of those that may be applied toward graduation.
5. No more than 30 credits earned through Competency Based Options may be applied toward graduation. Prior Learning Assessment Credit, Standardized Exam Credit, and Directly Related Military Training Credit may be included within that limit in any combination of the four categories.
6. However, no more than 10 credits of Armed Service free elective credit may be included in the total of 30 credits of Competency Based Credit-Earning Options that may be applied toward graduation.
7. A recording fee of 50% of regular per semester hour residency tuition (non-refundable, to be paid at the time of registration) will be charged to have Prior Learning Assessment Credit, Evaluated Non-College Coursework Credit, and Foreign Language placed on your transcript. No transcription fees will be charged for standardized exam credit or armed services training credit.
8. Alternative Credit-Earning Options do not apply to the 30 semester hours that are required to be earned at Dickinson State University for graduation.

Evaluated Non-College Coursework Credit

Special Topics, Readings 299/499 Credit may be awarded for educational workshops and/or training that has a direct correlation between the training and the curriculum of a particular program, but no specific DSU course that compares well with it. Documentation, usually in the form of a portfolio, must be provided. UNIV 200 is designed to help the student prepare this portfolio.

Procedure

1. Students interested in Evaluated Non-College Coursework Credit discuss this option with their advisor.
2. The student seeking Evaluated Non-College Coursework Credit registers for UNIV 200.
3. With the advice of the UNIV 200 instructor, the student identifies a non-college course for which to apply for 299/499 credit.
4. With the advice of the UNIV 200 instructor, the student determines the DSU program that is relevant to the non-college course.
5. The student prepares the portfolio for evaluation.
    a. Included must be materials to satisfy at least two program learning outcomes from the selected DSU program as published in the DSU Catalog.
    b. Also included must be a narrative to satisfy credit hour requirements: 1 credit hour equals forty-five hours of instruction, study, and work.
    c. The portfolio may be entirely digital or may include hard copy. However, a digital copy of everything must be included.
6. The student submits the portfolio to the appropriate department chair for evaluation.
7. The department chair or the appropriate faculty member evaluates the portfolio using the **Request for Non-College Coursework Evaluation Form.**
8. The department chair or faculty member may deny the application or request additional documentation. In the former case, all materials must be returned to the student.
9. If the application is approved, the portfolio (both digital and, if included, hard copy) and approval form are forwarded to the appropriate Dean.
10. The Dean makes a determination, notifies the student of the decision and the availability of any hard copy for pickup, returns the digital copy to the Chair for archiving, and instructs the Registrar to grant Evaluated Non-College Coursework Credits (299/499 only).
11. An appeal of a negative decision must use the following procedure.
    a. Attempt resolution with the Chair or faculty member who evaluated the application.
    b. If the matter is not resolved, a written appeal may be made to the Dean, who may ask for additional materials. The decision of the Dean is final.