



Eastern Kentucky University Policy and Regulation Library

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Chapter 2, Academic Credit
Section 1, Credit for Non-Collegiate Instruction
Approval Authority: Board of Regents
Responsible Executive: Provost
Responsible Office(s): Academic Affairs, Colleges,
Departments, Registrar
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Credit for Non-Collegiate Instruction

Policy Statement

Credit may be awarded to students from non-collegiate sponsored instruction and training programs provided an articulation agreement exists between the University and the institutions or organizations providing the instruction. Articulation agreements must be officially approved according to the University policy for such agreements and must be signed by both EKU and the collaborating institutions/organizations. A copy of the signed agreements must be on file in the Office of the Provost (original), the Office of the Registrar, and the Dean's office of the College which initiated the agreement. Articulation agreements must be in place prior to the non-collegiate instruction or training in order for credit to be considered.

Entities Affected

- Colleges
- Departments
- Students
- Registrar

Background

Employment in certain fields necessitates intensive basic and advanced training apart from or in addition to college education or degrees. In some cases such instruction or training contains academic content that corresponds to or is equivalent with courses taught at EKU. Further, these non-collegiate experiences may be taught by individuals who meet the University's criteria for qualified faculty. Therefore, the University deems it appropriate to consider for the awarding of credit non-institutional credit for such experiences provided that the academic content is evaluated by qualified EKU faculty and that the University has an official articulation agreement with the institution(s)/organization(s) offering the training.

Procedures

Initiating the Request for Credit

The Department initiates the request for credit on behalf of the student by submitting a completed and signed Credit for Non-Collegiate Instruction Form (AA 00102). The form must be accompanied by the appropriate documentation, such as a certificate of completion or similar, and a verification letter on the non-collegiate entity's letterhead and signed by the designated authority.

Approving the Request for Credit

The Credit for Non-Collegiate Instruction Form is submitted for approval in the following order:

- College
- Graduate Dean (if appropriate)
- Provost/designee

Posting the Academic Credit

Once all approvals are secured, the Credit for Non-Credit Form is sent to the Office of the Registrar. This office will post the credit on the student's transcript as directed on Form AA 00102. The Office of the Registrar will keep the original Form AA 00102 and will distribute copies of the completed form to the College, the Department, and the student.

Definitions

- **Articulation Agreement:** An agreement by which the University will accept certain courses or experiences for academic credit. Terms for such agreements may be Memorandum of Agreement (MOA), Memorandum of Understanding (MOU), or Joint Curricular Agreement (JCA). Such agreements must be officially approved according to University policy or procedure.
- **Credit:** Academic credit that appears on a student's transcript. This credit may not necessarily be applied toward a degree.
- **Non-Collegiate:** Any institution or organization not directly affiliated with an institution of higher education.
- **Non-Institutional Credit:** Credit that does not imply that the University is in control of the development or delivery of the curriculum or responsible for hiring and evaluating the faculty teaching the curriculum.

- **Qualified EKU Faculty:** Faculty who are employed by the University and who have appropriate qualifications (degrees, scholarship, experiences) in the discipline most related to the non-collegiate experience under consideration.

Responsibilities

- College
 - Ensure that appropriate evaluations of non-collegiate experiences are in place, are exercised, and are documented.
 - Ensure that articulation agreements are in accordance with University policy or procedures.
- Department
 - Review all non-collegiate experiences to determine the academic quality.
 - If an experience is determined to be suitable for credit, determine in what discipline, at what level, and at how many credit hours constitute an equivalent academic experience.
 - Maintain adequate documentation for all evaluative decisions.
 - Work with the College to ensure that articulation agreements are in accordance with University policy.
 - Once an agreement is in place and students engage in the experience, initiate the process for posting credit to student records.
- Office of the Registrar
 - Post credit to individual student record upon the receipt of appropriate form and documentation.
 - Provide a completed copy of the executed form to the student, department, and college.

Violations of the Policy

Failure to follow this policy may result in the suspension of credit being awarded for non-collegiate experiences in violation of the policy.

Interpreting Authority

Executive Vice President for Academic Affairs and Provost

Review and Approval

Policy Issued

DATE

June 28, 2007
2007

April 9, 2007

March 29, 2007

ENTITY

Board of Regents

President Glasser

Faculty Senate

Council on Academic Affairs

ACTION

Adopted

Approved

Approved

Approved