

CREDIT FOR NON-CREDIT GUIDELINES & PROCEDURE

There is an increasing demand from adult learners to earn college credit for taking what have typically been non-credit training programs and/or experiential learning activities. These programs may be provided by the University's non-credit operations in Extended Learning or by an 'outside' company or organization. In many cases, training programs are taken in a flexible, non- semester-driven schedule, and are funded by the participant's company as a way to improve their employee's skills and knowledge. Like college courses, these non-credit classes are objective based with application of skills learned.

Ferris recognizes that there is value to providing credit for non-credit programs and/or experiential learning that may serve as 'feeders' for our current credit programs. Listed below is a procedure for evaluating and approving a non-credit course for FSU credit, and the subsequent handling of student records.

In addition to the procedure described below, there are two avenues for granting Ferris credit for prior learning on an individual (student) basis: Proficiency testing and portfolio review. Each of these is addressed in other documents or locations:

Proficiency testing: CLEP testing information can be found at <https://www.ferris.edu/admissions/testing/clep/homepage.htm>.

Portfolio review: Information on gaining college credit through portfolio review can be found at: <https://www.ferris.edu/HTMLS/colleges/university/transfer/priorlearning/portfolio.htm>.

Procedure

To have course content approved as equivalent to college level credit, the course must first go through a rigorous evaluative process. There are two main avenues to this evaluation process; Evaluation by ACE with Ferris faculty course determination, and evaluation by Ferris faculty.

If the course is already approved through the ACE National Guide:

Courses approved through the American Council on Education (ACE) go through a rigorous evaluative process. (See "ACE CREDIT College Credit Recommendation Service Course Review Instructions" for the full evaluation process outline). From their website (www.acenet.edu), ACE describes its review process:

"The integrity of our college credit recommendations is the cornerstone of our program. Every ACE college credit recommendation is formed as a result of a successful onsite review team evaluation. Review teams are composed of college faculty, chosen to serve as reviewers based on their superior level of subject-matter expertise, and one CREDIT national coordinator possessing extensive experience and familiarity with the ACE CREDIT review process. We believe that college faculty with specific content expertise

make the best decisions concerning whether courses and examinations warrant college credit recommendations.

The basis of each credit recommendation rests on how well each training organization defines and assesses learning outcomes. The review team also will examine instructional materials, delivery methods, student support systems, course objectives, and instructional staff qualifications and credentials.”

For courses reviewed and approved by the American Council on Education, Ferris will not need to conduct an additional review of materials. Extended Learning will contact the appropriate college and/or department. Using the full ACE recommendation listing (see Walt Disney example on Attachment A) and the FSU course catalog (or specific course objectives where available), the college and/or department person responsible will make a recommendation to Extended Learning indicating which FSU course is most aligned with the non-credit course objectives. Extended Learning will then approve the non-credit course as equivalent to the FSU course determined, for the number of credit recommended by ACE.

If the course has not been approved by ACE:

Procedure for qualifying a course for credit:

- 1) For each class taught as non-credit learning objectives must be clearly identified.
- 2) In addition, the following must be provided to Extended Learning: course outline, learning objectives, and assessment methods or tools, number of contact hours and number of directed activity hours (if used).
- 3) Extended Learning will contact the appropriate FSU college/department to determine the FSU Credit course with which these objectives are most aligned.
- 4) Extended Learning will work with the appropriate college/department who would normally be responsible for the FSU Credit course. The college/department will evaluate the learning objectives, assessment tools, and the contact hours to determine possible FSU credit, and for which FSU course this credit would be granted. This will be done using these guidelines:
 - A) If 75% or more of the course objectives are taught in the class, full credit will be granted for that particular FSU course. This is consistent with current FSU policy.
 - B) If less than 75% of the objectives are taught in the class, portions of credit will be granted which are equivalent to the percent of objectives taught in the FSU course. Credit would be ‘rounded down’ to the nearest full credit. For example: If 30% of the objectives are taught in a 3 credit course, 1 credit would be assigned. If 20% of the objectives are taught in a 5 credit course, 1 credit would be assigned. If 40% of the objectives are taught in a 3 credit course, only 1 credit would be assigned.
 - C) Because less than full credit may be granted for a course, Ferris has the option of creating modules which would teach the remaining objectives, and upon successful completion the student would receive the remaining credit for that course. This will be determined in conjunction with the appropriate college/department faculty. Completion of all credits for a course should be considered satisfactory for completing program requirements for that course.

General Procedural Information

Record Keeping

In all cases (ACE approved or Ferris approved), the grade for non-credit to credit work will be recorded as “CR”. Credit earned will appear on a student transcript as “Other Credit Applied” from Ferris State University. Partial course credits may be earned and may be cumulative, but each partial course credit granted will appear separately on a transcript (see attached example in Appendix B). Completion of all credits for a course should be considered satisfactory for completing program requirements for that course. Credits granted through this procedure will not count towards Ferris residency requirements.

As the liaison for the University in non-credit programs, Corporate & Professional Development Services (CPDS) within Extended Learning will be the main conduit for the transfer of non-credit to credit for **course based** credit (not portfolio or proficiency testing). CPDS will be the main contact with external organizations requesting credit for their programs, and with any internal Ferris providers who wish to also grant credit for their existing non-credit programs. CPDS will coordinate the qualification process for these courses, and will maintain a record of all courses which qualify for Ferris credit. Records kept will include the course outline, learning objectives, and assessments used. Periodic reviews will be conducted to ensure the courses remain consistent (in the case of ACE approved courses, this review process is already conducted by ACE). Once a program is qualified, CPDS will also be responsible for the processing of all registrations and payments. A copy of all approved programs will also be kept with the VP Academic Affairs office, and a list of approved programs will be maintained on the Extended Learning (CPDS) website. All student records are recorded on student transcripts through the Registrar’s office.

Admissions

To achieve FSU credit, students must first be admitted to Ferris State University. Non-credit students may go through the admitting process in Extended Learning.

Fees

For course based credit, two fees may be implemented. The first is a fee which may be charged directly to the organization for evaluating the course(s). This fee will vary according to the scope and breadth of the course(s) being evaluated. Contracts for this process will be created by CPDS prior to any work beginning. For ACE approved courses this fee would not apply, as there is no extensive Ferris evaluation. In the case where this fee is assessed, a portion of the fee will be paid to the faculty member(s) assisting with the evaluation, and a portion will be retained by CPDS to cover their expenses.

Once a course has been approved, a credit conversion fee will be charged at a rate not to exceed \$50 per credit (per person). This fee may be negotiated separately with each organization. This fee will be split with 50% going to non-credit operations (CPDS), and 50% to the participating college. At their discretion, and with the approval of the participating college, CPDS may waive the conversion fee for FSU/CPDS taught non-credit programs.

Student process

Once a course is 'qualified' and a student has been admitted to FSU, the student must enroll in the course through CPDS. An official certificate of completion, or successful completion records from the teaching organization must accompany the enrollment records. Credit will be granted after payment and all required documents have been received.