

## 2016-17 DWU Course Catalog

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# Nonclassroom and Transfer Credit

#### Independent Study

Independent study courses are limited to students who have achieved a cumulative GPA of 3.0 and who wish to pursue a specialized topic not offered in the scheduled program of courses. Students applying for independent study should have substantial experience in the chosen area of study and must submit a course proposal that outlines:

1. sponsoring faculty member (instructor, adviser, department chair and college dean approval required);
2. schedule of meetings with instructor; and
3. proposed course of study that outlines the allocation of the required hours of study (40 hours of study for each credit hour earned).

Students must complete an application, which will require the signatures of the department chair, instructor, adviser and college dean. This application will be required for registration and is not complete until it is fully executed and received by the registrar's office. Students may not enroll in more than two such courses in order to meet graduation requirements.

#### Directed Study

Directed study is available only to students who cannot, because of extenuating circumstances, enroll in the regularly scheduled course. Directed study courses differ from independent study courses; they are offered in the scheduled program of courses.

Requirements of directed study programs:

1. The student must have a minimum cumulative GPA of 2.5.
2. The instructor will determine if the course may be taken as directed study.
3. Directed study courses are offered in the scheduled curriculum. Therefore, extenuating circumstances must prevent students from enrolling in the regularly scheduled course. Directed study courses are not offered simply as a matter of student convenience or preference. Not all courses may be taken as directed study.
4. The syllabus should include a minimum of one meeting per week with the faculty instructor.
5. The syllabus for the directed study course should be submitted with the application.
6. No more than two such courses may be used to meet graduation requirements.
7. Individual faculty members have no obligation to offer a course as a directed study.
8. Completion of the directed study course is the responsibility of the student.

Students must complete an application, which will require the signatures of the department chair, instructor, adviser and college dean. This application will be required for registration and is not complete until it is fully executed and received by the registrar's office.

#### Internships

Internships are an incredible learning opportunity to apply the concepts learned in the classroom to real-world work experiences. For colleges, internships are a powerful way to help structure learning beyond the classroom and to help students make the necessary connections to the world of work. Credits will be awarded only for internships that contribute toward learning. A maximum of 16 credits can be earned toward graduation. Internship credits must be approved in advance by the academic department and the internship coordinator. The appropriate registration forms must be submitted to the registrar's office prior to the start of the internship. No academic credit can be approved retroactively for any experience. Tuition must be paid in accordance with the college's schedule of semester or summer session fees for any credits earned through a field work experience and/or internship arrangement. Further information and forms are available on the DWU website at [www.dwu.edu/academics/internships](http://www.dwu.edu/academics/internships).

#### Credit by Examination

A student with exceptional ability may, under certain conditions, obtain credit by examination in any specific course that he/she has not previously taken. However, this privilege will not be offered to a student in order to raise a grade. Permission to enroll in credit by examination is contingent upon approval by the course instructor, academic adviser and department chair. The student is required to pay a test administration fee to the business office. Examinations for credit may be administered only after the student's test administration fee has been paid. Registration must be completed within three weeks following the examination. A test for credit by examination may not be repeated. The maximum number of credits allowed for a bachelor's degree under the combination of credit by examination and CLEP is 21.

### **College-Level Examination Program (CLEP)**

Dakota Wesleyan University participates in the CLEP. Credit will be granted for CLEP general and subject examinations that are completed at the minimum score for awarding credit set by the American Council on Education. CLEP tests are available upon request from the admissions office. Students desiring to take a CLEP test must make a request for a testing session two weeks in advance. CLEP costs are determined by the testing company and are due at the time of testing. A list of current minimum scores and classes for which CLEP credit may be earned may be obtained from the registrar.

DWU degree-seeking students who have earned the minimum score for awarding credit may have CLEP credit posted to their transcript by having the College Board send an official score report to the registrar's office. There also may be a fee charged by DWU for posting the credits. The maximum number of credits allowed under the combination of credit by examination and CLEP is 21 credits.

### **Credit for Learning by Experience**

Students who have extensive knowledge gained through prior training or on-the-job experience may apply for Credit for Learning by Experience to demonstrate mastery of knowledge or skills equal to what would be achieved in a DWU course. A maximum of 12 credit hours may be allowed for a Bachelor's degree-seeking student. Through a successful appeals process, a student may be granted an additional six credits. An exception may be granted for content not offered through DWU coursework for a maximum of eight of the 12 credit hours allowed.

A maximum of six hours of Credit for Learning by Experience may be allowed for an Associate's Degree seeking student. Through a successful appeals process, a student may be granted an additional three credits.

Credit cannot be given twice for the same learning. Students must have completed 12 graded classroom credits at DWU to participate in the program. Credit for Learning by Experience hours are posted to the transcript with a CR grade. Students seeking credit for learning by life experience should contact the registrar for information about how to apply for credit. See the business office for details concerning specific costs. The student must submit the Credit for Learning by Experience application with the required fee before the credit can be approved.

### **Professional Experience Credit**

The DWU RN–B.S. nursing program recognizes prior work experience and encourages each student to reflect, build upon and apply knowledge gained from their role as a professional RN to the baccalaureate curriculum. Prior learning is used to expand a student's knowledge base in the areas of critical thinking, clinical judgment and problem solving. Students have the opportunity to apply for up to 12 credits of professional work experience credit upon completion of a minimum of 1,500 hours of verified professional work as a licensed registered nurse and the successful completion of the RN–B.S. nursing program. Students seeking Professional Experience credit should contact their adviser or the RN–B.S. program administrator for information on how to apply.

### **American Council on Education**

The American Council on Education (ACE) evaluates and makes recommendations regarding college credit for many formal training programs from business and industry, government and nonprofit agencies. Credit will be awarded based on the recommendations of the ACE National Guide to Educational Credit for Training Programs ([www2.acenet.edu/credit/?fuseaction=browse.main](http://www2.acenet.edu/credit/?fuseaction=browse.main)). Students must request an official transcript from ACE or an approved representative of ACE documenting successful completion of training. Transcripts may be sent directly to Dakota Wesleyan University Admissions Office.

### **Military Training and Educational Programs**

Military credits are reviewed and considered for equivalent placement at DWU based on the American Council on Education (ACE) Guide to the Evaluation of Educational Experiences in the Armed Services. Credit is entered on the DWU transcript at no additional charge with the grade of CR. This grade does not figure into the grade point average. Evaluations will be completed after enrollment for courses at DWU in accordance with university policy. It is the student's responsibility to obtain and submit the proper forms to the registrar's office. Submissions are to be sent to Dakota Wesleyan University, Registrar's Office, 1200 W. University Ave., Mitchell, SD 57301.

DWU is designated as an institutional member of Servicemembers Opportunity Colleges (SOC), a group of more than 400 colleges and universities providing voluntary postsecondary education to members of the military throughout the world. As an SOC member, DWU recognizes the unique nature of the military lifestyle and has committed to easing the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and experiences.

### **Advanced Placement (AP)**

Dakota Wesleyan University accepts AP credit. Students are required to pass the AP exam in each specific area prior to credit being granted. Students should consult the registrar to determine the passing test score. Official AP test scores should be sent directly to the registrar's office.

### **Transfer Credit**

Dakota Wesleyan University accepts and welcomes students from two- and four-year colleges and universities accredited by an accrediting body approved by the U.S. Department of Education under the following conditions:

1. A transfer student must be in good standing.
2. A transfer student must complete a final or senior year in residence except in certain preprofessional curricula. This means that at least 30 of the last 40 credit hours must be taken under the auspices of Dakota Wesleyan University.

3. A plan for graduation should be devised by the faculty adviser and submitted to the registrar for approval or necessary committee action.
4. A transfer student must complete at least five upper-level courses at the university. The total of upper-level credit hours required for graduation is 42.
5. A transfer student must complete 15 hours in his/her major at the university.
6. No more than 63 credit hours, or equivalent quarter or other academic units as determined by the university, will be accepted for transfer from a two-year institution.
7. Transfer students seeking an associate degree may transfer 32 hours.
8. A limit of one varsity sport and eight activity transfer credits will be accepted.
9. Technical credits will only transfer in if the course or courses are a part of an articulation agreement or earned through an Associate's degree (see below). Some technical credits may transfer in if they are equivalent to a DWU class, most commonly business.
10. CEU's (Continuing Education Units) are not equivalent to academic credit.

Transcripts of record from approved colleges or universities will be given full value for grades of C- or higher when appropriately related to the student's degree program. Validation of credits may include, but is not limited to, the completion of college level courses and/or evaluation by the appropriate academic department. If transfer credits accepted are not in semester hours, they will be converted to semester credit hours. All transfer credit is calculated in the cumulative grade point average.

## Articulation Agreements

Dakota Wesleyan University occasionally enters into articulation agreements with other institutions of higher education. These articulation agreements provide for the completion of DWU degrees (both associate and bachelor's) using credit earned in specified degree programs or programs of study at other institutions. Often the DWU minor constitutes the degree or program of study completed at the partner institution. In other instances, the agreement allows the use of courses as a part of a DWU major.

From Mitchell Technical Institute (MTI), the most commonly used agreements cover students coming into the business majors, the biology major or the nursing major. Other agreements enable students from MTI programs in agricultural technology; architectural design and building construction; electrical construction and maintenance; heating and cooling technology; and culinary arts to pursue a business major. Students from Southeast Technical Institute most often come into the business or nursing major. Additional areas are covered by other articulation agreements. Contact the registrar's office for further information.

### Vocational Technical Credits

A student who has earned an Associate of Arts, Associate of Science or an Associate of Applied Science degree from an accredited vocational technical institution may specify his/her area of specialization as an academic minor. Students should submit a letter of request to the provost indicating that they would like their area of specialization to be counted as their minor. For financial aid and academic program considerations, a student wishing to transfer vocational technical credits should contact the registrar.

### Concurrent Enrollment

Concurrent enrollment by a Dakota Wesleyan University student at another institution of higher learning with the intention of transferring credit back must be approved in advance by the registrar if the credit is to be counted toward a degree from DWU. The total number of hours for which the student is enrolled must be consistent with the course load policy.

Students who are taking a minimum of six credits of concurrent enrollment may qualify for federal financial aid assistance. Please contact the director of financial aid for more information.

### Exceptions to Academic Regulations

Students seeking exception to any of the academic regulations must work with their adviser to explain special circumstances that might permit a waiver. Such written petitions and a recommendation from the adviser are referred to the Education Policy and Curriculum Committee for disposition. Disposition of requests for exception is determined at the sole discretion of the university. Any student has the right to appeal the decision of Education Policy and Curriculum committee, in writing, to the provost, whose decision is final.