

Mid-Atlantic Christian University
Academic Affairs Policy #17

SUBJECT: Credit for Documented Competency for School of Professional Studies

DATE: September 12, 2012

REVISED: 2/11/15

NEXT SCHEDULED REVIEW: Even-number years in February

APPROVED BY BOARD OF TRUSTEES: October 18, 2013

Policy for: Academic Affairs

Procedure for: Faculty and Students

Authorized by: VP Academic Affairs

Issued by: Board of Trustees

I. Purpose

This policy statement partially addresses “Standard 10.8 Evaluating and awarding academic credit” of the Southern Association of Colleges and Schools Commission on Colleges, *Principles of Accreditation* (2018 edition).

II. Policy

Credit for Documented Competency (CDC) allows a student in the School of Professional Studies at MACU the opportunity to prepare a portfolio describing documented learning on the basis of licenses, certifications, professional and technical courses, workshops, and/or other non-credit learning. Please note that it is the learning (and not merely experience) from these sources that is evaluated. Appropriate faculty members will evaluate the written portfolio and determine what credit might be warranted. Awarding of credit shall follow the Council for Adult and Experiential Learning (CAEL) standards. No more than 21 semester hours of credit may be awarded toward a degree via CDC. Students may petition for CDC credit after having earned 12 semester credits from MACU. Students will be assessed fees when they submit their portfolio.

The Credit for Documented Competency fee is \$100 per credit hour applied for. There is also a \$150 portfolio evaluation fee. (For example: if a student applies for three credit hours, the cost will be \$450.) Please note that being awarded all credits for which a student has applied is not automatic. It is much like enrolling in a course. The student pays the tuition whether a passing grade is earned or not.

III. Procedure

Students should follow the guidelines as spelled out in the “Credit for Documented Competency Handbook.”

IV. Published: Policy Manual, *School of Professional Studies Catalog*

V. Reason for Revision

VI. Appendices