

To be eligible for competency credit, the following criteria must be met:

1. The student must be enrolled at Mesa State College, pursuing a declared degree. No competency credit will be used to fulfill graduation requirements for a certificate.
2. The student must have successfully completed twelve (12) semester hours through Mesa State College.

For the Purpose of awarding competency credit, competency is defined as:

Demonstrating the knowledge and skill that might reasonably be expected of one having completed the regular prescribed work for a given course; such knowledge and skill will be determined by faculty from the discipline for which the credit is sought, the Department Head for that discipline, and the Vice President for Academic Affairs or Designee (VPAA).

Note: If a student who obtains competency credit from Mesa State College decides to transfer to another institution, competency credit, as any other credit, is subject to the evaluation criteria of the institution to which you are transferring and may not be transferable.

The following guidelines have been established to govern the awarding of competency credit at Mesa State College. Please obtain the Application Procedure and Competency Credit Form from the Registrar's Office.

1. No competency credit applications will be considered if there is an alternate method for receiving such credit that is available (for example, CLEP/Dante exams, challenging the course, etc).
2. Credit for prior experience is to be awarded only in cases where such credit is clearly a part of the individual's required (or proposed) program.
3. Credit is to be awarded for competency and proficiency in a specific field, not for experience alone. No competency credit shall be awarded to meet any general education requirement.
4. The completed application (including portfolio) must be submitted by the student's "Petition to Graduate" Deadline. Only one application for competency credit may be submitted per student for the same degree.
5. The amount of competency credit awarded toward an associate of applied science degree should not exceed 25% of the semester hours required for the program.
6. A non-refundable application fee must be paid to the Registrar's Office at the time that the application and portfolio are submitted. If the application is approved, there will be a "per credit hour" charge due before the credit is transcribed.

## **Application Procedure**

To apply for competency credit, the following procedure will be followed. All questions about the procedure should be directed to the Registrar.

### **I. Initial Inquiry**

1. Advisor

The student should meet with his/her advisor to identify the course(s) for which he/she is seeking competency credit and to identify an instructor teaching the course.

2. An instructor who teaches the course that year

The instructor should discuss with others who teach the course(s) and the Department Head; if the application seems promising, then the instructor(s) should advise the student of appropriate documentation to include in the portfolio. The student may be advised of alternative ways to seek course credit (for example, CLEP and challenging a course).

### **II. Portfolio**

If continuation of action is approved, the student prepares a portfolio which supports credit requested and which includes verification and documentation. The student should obtain the Competency Credit Application Form from the Registrar's Office. This form, together with a non-refundable application fee must be submitted to the Registrar's Office before the portfolio will be accepted. Once the fee is marked paid, the student should submit the application form and portfolio to the Department Head of the discipline in which credit is sought by the end of the academic year in which the initial inquiry was made. If multiple disciplines are involved, the instructors consulted in I.2 will decide whether separate portfolios are necessary. Students must submit their completed application (including portfolio) by their "Petition to Graduate" Deadline.

The portfolio of evidence to support the student's request and demonstrate competency must contain:

- Competency Credit Application Form
- A list of experiences which may be job oriented or related to other activities.
- A statement of how experience relates to competency for which credit is sought.
- Any documentation required by the relevant department to support claims of competency.

The portfolio may include other evidence as recommended by the instructor(s) in I.2. Examples include:

- Forms, letters, certificates, etc., which verify experiences with dates of experience.
- A paper which provides detailed descriptions of the experience and demonstrates learning.
- Pieces of art, musical scores, recordings, published work
- Employee evaluations

### **III. Review of Portfolio**

After the student has submitted the portfolio, it will be made available to all faculty in the relevant discipline to review. The faculty and/or Department Head may request additional materials/documentation from the student. When the review is complete, the Department Head shall conduct a poll of the faculty in said discipline to determine if competency credit should be awarded.

- If the faculty members determine (by a simple majority vote) that no credit should be awarded, then the review process ends. The faculty decision will be forwarded to the VPAA.
- If the majority of faculty members vote that credit should be awarded, the Department Head will then forward this recommendation to the VPAA. In the case of internships, the faculty will also recommend the number of credit hours to be awarded.

The department must complete its review of the portfolio within six (in-session) weeks after the application has been submitted.

If the VPAA does not approve the credit award recommended by the faculty, the department will be notified of reason for denial along with an outline of action needed if the student wishes to resubmit the request.

If approved, the VPAA will forward the decision to the Registrar's Office for final transcribing. This action must be completed within two (in-session) weeks of the VPAA's receipt of the department's recommendation.

Competency credit will be transcribed as transfer credit under the title of "Competency Credit" with a grade of TP (transfer pass). The "per credit hour" fee is due before the credit can be transcribed.

Approved: Faculty Senate 05/01/08

Approved: President Tim Foster 05/15/08

Effective July 1, 2008

To apply for competency credit, students must follow the regulations in the “Competency Credit Policy” provided with this form.

**Student Name** \_\_\_\_\_

**ID#** \_\_\_\_\_

**Degree:** Baccalaureate / Associate / Certificate

**Major:** \_\_\_\_\_

**Initial Inquiry:** Student meets with their advisor and the appropriate course instructor(s) about the procedures and identifies the course(s) for which he/she is seeking competency credit.

Courses Requested (Attach additional sheet, if necessary)

Department Prefix	Course Number	Course Title	Credit Hours	Course usable towards	Final Approval
				Major / Electives	Yes / No
				Major / Electives	Yes / No
				Major / Electives	Yes / No
				Major / Electives	Yes / No

**Preparation of Portfolio:** The student prepares a portfolio which supports credit requested and which includes verification and documentation.

**Competency credit application fee:** Student pays the non-refundable Competency Credit Application fee of \$50.00 to the Accounting Office. Receipt #: \_\_\_\_\_

**Submit documents:** Student submits this form and portfolio to the Department Head.

**Approval Process:** The Department Head shall conduct a poll of the faculty to determine if competency credit should be awarded. If approved by the department faculty poll, the portfolio and recommendations by the faculty should be forwarded to the Vice President of Academic Affairs (VPAA). If the VPAA approves, the VPAA sends this form to the Registrar’s Office for further processing. A copy of this form, along with the portfolio, will be returned to the department to be retained for two years. If not approved, the student and department will be notified based on the guidelines in the Competency Credit Policy.

**If approved, payment of per credit hour fee:** Student pays \$25.00 per credit hour to the Accounting Office. Once paid, the courses will be added to the transcript as transfer courses with a grade of “P” for passing.

Credits Awarded: \_\_\_\_\_ Total Fee: \$ \_\_\_\_\_ Receipt #: \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

