

**WHAT IS IT?** This is college credit granted for learning experiences acquired through means other than normal college course work. Credit is available for **COURSE-SPECIFIC LEARNING** when your experience is determined equivalent to specific classes or for **NON-COURSE-SPECIFIC LEARNING**.

No more than a total of 12 hours in non-course-specific work may be applied to a degree in the School of Liberal Arts. Neither A499 nor B499 can be used to fulfill Area III requirements.

**WHO SHOULD CONSIDER APPLYING?** Credit is only awarded to students who can document that they have gained college level knowledge and understanding, equivalent to that which is acquired in the college classroom. This competency may be acquired through such means as adult education courses, on-the-job training or workshops, learning on their own, management training programs, or community service.

**STEPS TO FOLLOW IN APPLYING FOR SUCH CREDIT:**

1. The student obtains this form from the Office of Student Affairs (CA401). The student should carefully prepare the one page statement describing the learning experience and the types of documentation the student can provide.
2. The Dean determines if the work is appropriate for self-acquired competency consideration. If the experience doesn't seem to merit credit, the Dean will so notify the student.
3. If the Dean decides that the experience might be appropriate for course-specific credit, the form will be sent to the chair of the appropriate department. If the chair agrees, the student will be referred to the chair. The chair or his/her chosen representative will advise the student on the specific course or courses that seem to parallel the student's experience as well as whether the student must submit a portfolio, take tests, and/or fulfill other requirements in order for credit to be granted.

The student must then prepare the necessary materials or take the appropriate examinations. The chair will inform the Dean and the student as to whether the student is to be granted (or denied)

course credit. If credit is to be granted, the chair must fill out the Indiana University Special Credit Form, submit it to the Dean's Office, and indicate to the student that the form is available in CA401. A brief description of what the student submitted, the review mechanism of the department, and the faculty involved in the assessment should be on file in the department's office and the dean's office.

4. If the work to be assessed is considered non-course-specific by the Dean, the matter will be submitted to the chair of the Academic Affairs Committee (AAC). The Chairperson will establish a faculty committee to do the assessment. The faculty will determine the levels, number of credits for which the self-acquired competency appears warranted, and specify the portfolio and/or testing and/or documentation to be completed by the student in fulfillment of the credit. (Non-course-specific credits are classified as follows:) **DEPT. OF SLA**

- |  |   |   |  |
|--|---|---|--|
| (1) A299: Self-Acquired Competency--Arts and Humanities<br>(credit at sophomore level) | (2) A499: Self-Acquired Competency--Arts and Humanities<br>(credit at senior level) | (3) B299: Self-Acquired Competency--Social and Behavioral Sciences<br>(credit at sophomore level) | (4) B499: Self-Acquired Competency--Social and Behavioral Sciences<br>(credit at senior level) |
|--|---|---|--|

If the student successfully qualifies for credit, the Academic Affairs Committee Chair and the Dean will sign the appropriate form. The chair of AAC will also notify the student of the outcome, and that the necessary forms are in CA401.

**5. HOW TO OBTAIN CREDIT:**

The student picks up the form, submits it to the Registrar's Office, and pays the fee assessed by the Bursar's Office. The credit will then be put on the student's transcript by the Registrar's Office.

**APPLICATION FOR SELF-ACQUIRED COMPETENCY CREDIT  
(SCHOOL OF LIBERAL ARTS)  
I.U.P.U.I.**

Date of Application \_\_\_\_\_

Name \_\_\_\_\_ S.S.# \_\_\_\_\_

Address \_\_\_\_\_ Phone # \_\_\_\_\_

City/State \_\_\_\_\_ Zip Code \_\_\_\_\_

Major (s) \_\_\_\_\_

Class Standing: F, S, J, S (Circle One) Hrs. Attempted \_\_\_\_\_

Approximate Cumulative GPA \_\_\_\_\_ Hrs. Completed \_\_\_\_\_

(Please also complete backside.)

Attach a one page statement to explain the experience involved, the documentation available, and why you believe that you qualify for college credit.

A. Course Specific Credit

No. of hrs. being requested \_\_\_\_\_

Date received by dept: \_\_\_\_\_ Date of action: \_\_\_\_\_

Action by dept. \_\_\_\_\_

B. Non-course specific credit

No. of hours being requested \_\_\_\_\_

Date received by AAC: \_\_\_\_\_ Date of action: \_\_\_\_\_

Action by AAC \_\_\_\_\_

Note: The Department or AAC must obtain and submit under separate cover a signed University Special Credit Form to CA 401

**GUIDELINES FOR SELF-ACQUIRED**

**COMPETENCY CREDIT**

**School of Liberal Arts**

**IUPUI**