

# Non-credit to Credit Policy and Guidelines for Graduate Degrees at Purdue University

Presented to the Graduate Council on  
September 20 & October 18, 2018

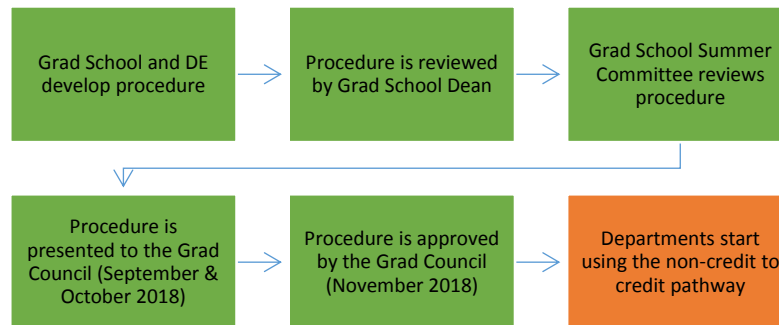
## Non-Credit to Credit (NC-CR) Pathways at Purdue University

Possible non-credit to credit pathways (existing University Regulations):

- **Directed Credit** (*credit awarded on bases other than a student's enrollment in and satisfactory completion of a course*)
  - Credit by Exam: based on a Purdue dept. proficiency exam
  - Department Credit: Credit for a course based on substantially equivalent experience. Granted by Head or designee of dept.
  - Achievement Credit: Credit based on demonstrated achievement in a nationally administered college-level exam
- **Advanced Standing** means that an entering student has credit for or exemption from one or more courses

## Non-Credit to Credit (NC-CR) Pathways Procedure

The process to get NC-CR pathways approved under the Directed Credit – Department Credit Policy is show in the following figure.

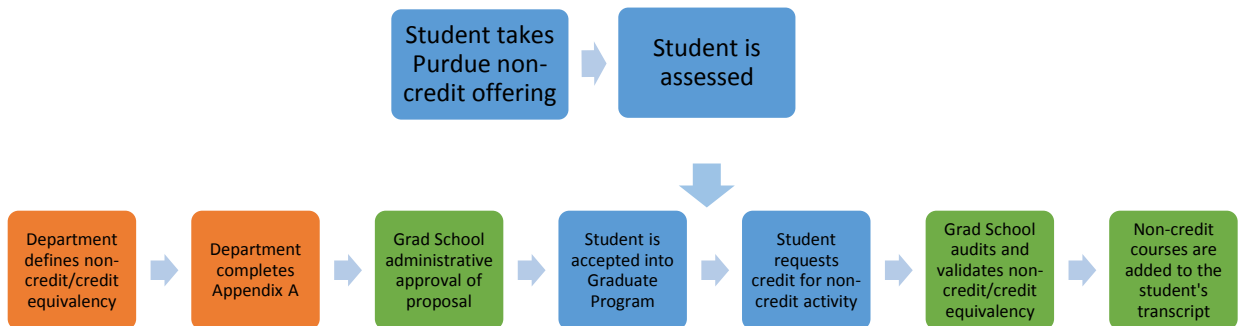


## Policies Governing NC-CR Pathways

- All decisions concerning the availability and/or acceptability of non-credit to credit pathways is left to the discretion of the degree granting entity. While some units may choose to utilize non-credit to credit mechanisms, others may not.
- Non-credit offerings may be designed and developed by Purdue West Lafayette, Purdue Northwest, Purdue Fort Wayne, or IUPUI degree programs and offered through one of several mechanisms (e.g., EdX, FutureLearn, Udemy, etc.).
  - Exceptions can be made for non-credit offerings developed by other institutions or for offerings based on professional certifications that are regionally, nationally or internationally recognized (e.g., corporate, product or profession).
  - Such proposals may be subject to review and approval by the Graduate School Council.
- Departments define the non-credit/credit equivalency using the following:

- If using an exam to assess the student’s understanding of the non-credit offerings, students will take an exam proctored online or face to face as defined by the department.
- If using an exam to assess the student’s understanding of the non-credit offerings, students must pass the exam with a score of 80% or better.
- If using other methods of examination, this method must be described in a form that defines the non-credit/credit equivalency. This form will be used by the Graduate School Records Office to evaluate this equivalency.
- Records of the non-credit offerings, their credit conversions, and any associated grades will be stored at the Graduate School Records Office.
- Non-Credit grades will not be factored into the student’s index (GPA), but the courses could be counted toward degree completion.
- A maximum of 12 credit can be awarded for the non-credit offerings taken and assessed after the student has been admitted into a Purdue’s graduate program. Students cannot use more than 12 credits accrued from non-traditional sources (undergraduate excess, shared credits from combined or dual degrees, transfer credits from other institutions, or non-credit to credit conversions).
- This procedure applies to all graduate level degrees but at the discretion of the degree granting unit.
- All programs wishing to provide this opportunity to their non-credit students must complete Appendix A. If the program meets these requirements, the Graduate School will administratively approve the request.

Non-Credit to Credit Process (once Procedure is approved)



**Appendix A**

**Non-Credit to Credit Proposal**

Proposer Information:

- a. Name
- b. Department, College
- c. Email
- d. Phone Number

Characteristics of the Non-Credit Offering:

- e. Campus(es) Offering Program
- f. Mode of Delivery (Classroom, Blended, or Online)
- g. Type of Offering (Blackboard course, MOOC, other)
- h. Academic Unit Offering Program

Non-Credit Curriculum:

- a. Course(s) Title(s):
- b. Assessment type (online proctored exam, project based assessment, etc).
  - a. Please submit example

Graduate Program information (non-credit students would have been accepted into this program(s) to receive credit for a non-credit offering):

- a. Name of the Graduate Program
- b. Total number of credits accepted from non-credit offering (max 12 credits are allowed)\*

For Credit equivalency:

Non-Credit Course	Graduate Course Equivalency	Number of Credits	Minimum Non-Credit Grade

Approvals:

Faculty Signature

Department Head signature

Dean's Signature

Grad School Approval

\* Students cannot use more than 12 credits accrued from non-traditional sources (undergraduate excess, shared credits from combined or dual degrees, transfer credits from other institutions, or non-credit to credit conversions).