

## Credits from Other Sources

**TRANSFER OF CREDITS:** Point University accepts credits for equivalent courses bearing “C-” or higher grades to Point from institutions accredited as degree-granting by a regional accrediting body for higher education at the time the coursework was completed. Credits from colleges that are accredited by other accrediting bodies, as recognized by the U.S. Department of Education, are considered on a case-by-case basis. Credits from non-accredited colleges are not transferred.

Comparable nature, content, and level of credit are considered in determining the appropriateness of the transfer. Only those courses which satisfy degree requirements are transferred. A tentative evaluation of credits for transfer may be made as part of the admission process. The registrar will officially transfer credits after the student has been accepted and declared a degree program.

Only credits taken at Point University contribute to the student’s cumulative GPA; transfer credits and grades are not used in calculating the Point GPA. The credits and grades for transfer courses used to satisfy degree requirements are considered in determining graduation honors.

**CREDIT BY EXAMINATION:** Point recognizes the earning of credit by examination from sources with known validities and reliabilities. Credit by examination scores should be submitted to the registrar, who determines the applicability of particular external examinations to the requirements for a degree from Point. Point’s off-site location in Peachtree City administers the computer-based College Level Examination Program (CLEP) and DANTES (DSST) tests.

Academic credit toward graduation requirements for a degree will be awarded for the results of credit by examination under the following conditions and limitations:

1. The testing program/examination is recommended as the basis for awarding University academic credit by the American Council on Education (ACE): e.g., Advanced Placement (AP), College Level Examination Program (CLEP), DANTES Subject Standardized Tests (DSST), and military courses.
2. The number of semester hours awarded is normally determined according to the ACE recommendation and University requirements for the specific course.
3. A credit-by-examination score may be used to earn three semester hours of credit for ENG 101 or ENG 102: Critical Reading and Writing I/II or six hours for both. If the AP “English Language and Composition” exam or “English Literature and Composition” exam is taken, a score of three or above is necessary. If the CLEP exam titled “College Composition” is taken, a score of 50 or above is necessary.
4. Credits earned by external examination are placed on the student’s transcript and treated as transfer credits. Credit earned by external testing will be designated on the transcript by a grade of “Pass.”
5. A maximum of 25 percent of the semester hours required for a traditional degree may be satisfied by external examinations.
6. No credit by examination may be awarded for coursework that the student has already received documented credit for (For example, if a student has already been awarded credit for PSYC 101 Introduction to Psychology (either transferred or earned at Point), the student cannot take the psychology CLEP exam to receive additional credit).

**CREDIT BY PORTFOLIO ASSESSMENT:** Point University recognizes the earning of credit by portfolio assessment for documented learning in adult and professional studies degree programs, based on the guidelines and assessment techniques established by the Council for Adult and Experiential Learning (CAEL). A portfolio for documented learning is submitted by the student to the vice president for adult and professional studies.

The vice president for adult and professional studies shall assign the portfolio assessment to a faculty member with expertise in the area of the requested credit. The faculty member shall assess the portfolio based on guidelines and assessment techniques established by the Council for Adult and Experiential Learning (CAEL).

Students should be aware that portfolio credit earned at another institution may not automatically be transferred to Point University. Students who have received such credit at Point University should also be aware that portfolio credit may not be accepted by other institutions to which they transfer. Students are urged to contact the receiving institution for policies concerning transfer of portfolio assessment credit awarded by another institution.

Credit by portfolio assessment will be awarded under the following conditions:

1. Portfolio credit is eligible for award only in B.S. programs. Portfolio credit cannot be applied to an A.A. degree.
2. Students interested in earning credit by portfolio for documented learning must attend a *Portfolio Preparation Seminar*, scheduled throughout the year.
3. Portfolio credit for documented learning is assessed by the Adult and Professional Studies Office on the basis of licenses, certifications, professional or technical courses, workshops and/or other non-credit learning (that do not have ACE recommendations otherwise). The portfolio must include:
  - a. The student's resume' and an autobiographical sketch;
  - b. Substantial documentation of clock hours, content, and completion for each source of learning; and
  - c. A value of learning statement for each topic area.

One semester hour of credit may be awarded for 20 hours of documented instruction that is determined to be validated as college level.

4. A maximum of 20 semester hours of credit may be earned through portfolio assessments.
5. Portfolio credit and credit earned through external examinations may not exceed 25 percent of the semester hours required for a B.S. degree.
6. The student must have successfully completed 12 or more semester hours of coursework in the Access program at Point University prior to receiving credit by portfolio assessment for documented learning.
7. A non-refundable assessment fee is required with the submission of a portfolio (currently \$150).
8. The Adult and Professional Studies Office recommends the awarding of credit to the registrar based on the portfolio assessment conducted by an appropriate faculty member. Upon payment of a non-refundable, per-semester-hour fee (currently \$75 per semester hour of credit awarded), the Registrar records the credit for documented learning on the student's permanent transcript.
9. Credit by portfolio assessment is awarded for a specific course in any current Point University catalog.
10. The process of receiving credit by portfolio assessment must be completed prior to the beginning of the student's final semester of coursework in the Access program as noted on the student's degree completion schedule.

**TRANSIENT STUDENTS FROM POINT AT ANOTHER UNIVERSITY:** A transient student is one who, with advance approval of the registrar, takes one or more courses at another regionally-accredited institution of higher education to meet curricular requirements at Point University. Such a student is considered a Point University student while studying elsewhere. Any and all credits taken as a transient student are subject to the normal transfer of credit practices. Students are urged to contact the registrar to ensure that transient credit for which they intend to enroll will be accepted.

A student in the Access program wishing to take a course in the traditional program at Point University should receive permission through the Registrar's Office by completing the process as a transient student.

**CHANGE OF CAMPUS:** Students may take courses at any Access instructional site.

## Learning Assistance

Point University is focused on helping students achieve academic success. The University provides a variety of services to assist students in the Education Resource Center (ER):

- Helping new students adjust to the academic and social demands of University life;
- Cooperating in placement testing, academic advisement and program selection of at-risk students;
- Providing support to students at any stage of the writing process;
- Assisting with reasonable accommodations for special-needs students, working with faculty and other staff to meet those needs as appropriate; and
- Offering instruction and materials to individuals and groups in topics such as effective time management and study skills.

Students may receive assistance at the Educational Resource Center or by contacting the director of educational resources by phone or e-mail.

## Physical and Learning Disabilities

Point University is committed to a policy of non-discrimination toward persons with disabilities, including the provision of auxiliary aids and services for students with disabilities. The University recognizes that not all hearing-impaired students need sign language interpreters for all classes. Some students can tape-record lectures and have volunteers transcribe the tapes. Some students can have fellow students take notes for them. Furthermore, other auxiliary aids and services, including hearing aids and voice-recognition devices, may provide meaningful access to classroom lectures without the need for a sign-language interpreter. Finally, the University recognizes its obligation to the larger University community to provide auxiliary aids and services in the most cost-effective and least disruptive manner to its academic programs as possible while still providing meaningful access to classroom lectures for students with disabilities.