Alternative Credit (For undergraduate degrees only)

All alternative credit must not exceed 45 credit hours toward the undergraduate degree.

- National Accreditation Transfer
Belhaven University will review and accept up to 45 credit hours for courses comparable to those offered by Belhaven from schools accredited by agencies recognized by the Council for Higher Education and Accreditation (CHEA) or the Secretary of the Department of Education. Courses accepted must have a ‘C’ grade or better. No comparable courses are allowed to substitute for WVC301 or WVC401. The Registrar will make the final decision on credit awarded.

- Standardized Testing
Belhaven University recognizes the CLEP, AP and ACT PEP standardized tests for credit and accepts the recommended score scale. Alternative credit, including CLEP, AP, and ACT PEP may not exceed 30 hours. Students may not CLEP core courses in their major. CLEP courses, when allowed, become Gen Eds or electives and a part of the alternative credit limit. CLEP of the basic Gen Ed courses ENG104/105, MAT202 is not permitted.

- Foreign Language Proficiency Exams
Foreign students may not register for credit in their native language. Students may earn college credit for Spanish, French, or German only by taking the CLEP examination at the elementary or intermediate levels. Students may earn up to the required number of credit hours in the general education core for their major in a single language through completion of the CLEP examination with the CLEP examination with a minimum score of 50 or above or through proficiency credit. The CLEP standardized examination will preclude the use of departmental examinations except in those areas where CLEP examinations are not available.

The method of testing and the level of proficiency to be awarded for languages other than Spanish, French, or German will be determined by the chair of the foreign language department or their designee. For testing other than CLEP, a $100 fee is charged for administering a proficiency exam; an additional fee of $100 is charged if the exam is completed, but no semester hours, grades or quality points will be awarded.

- Correspondence Courses
A student may apply a maximum of six semester hours of correspondence or on-line credit to satisfy degree requirements. The Registrar must approve correspondence work in advance. Credit in major courses or core courses for degrees may not be earned by correspondence or on-line.

- Guided Study
A limited number of guided studies are available to students who need one course that is not available and is needed for graduation. There is an additional fee of $175.00 above tuition for this option. This option must be approved by the Academic Dean as well as the consulting faculty member.

- **Military Credit**

Credit for military service may be awarded as four credit hours of physical education if credit has not already been achieved in this area. These credits are awarded as non-academic hours. Other military training courses are individually assessed by the American Council on Education (ACE) recommendations. Alternative credit, including military credit, may not exceed 30 hours.

- **Documented and Experiential Learning Credit**

(Maximum credit - 15 hours)

Belhaven University is among more than 600 colleges and universities involved in assessing documented learning for academic credit toward an undergraduate degree. The Council for Adult and Experiential Learning (CAEL), an educational association founded in 1974 to promote the acceptance of the awarding of college credit for documented and experiential learning, has led the way in developing and implementing assessment techniques. Belhaven University uses the guidelines developed by CAEL. In order for the credit to be granted officially and recorded on the transcript, the applicant must have completed successfully a minimum of 12 semester hours of academic course work at Belhaven University. This type of credit is not necessarily transferable into or out of Belhaven University. A $150.00 assessment fee is paid at the time the portfolio is turned in for assessment. Upon awarding of credit, the student is charged $75.00 per semester hour of credit and must pay the full amount before the credits are recorded on the student's permanent record.

Students wishing to earn academic credit must submit the required portfolio information for assessment upon completion of EDU 290. A maximum of 15 hours may be earned through portfolio assessment. Credit is awarded and applied only as elective credit. The process for experiential credit should be completed prior to the beginning of the last course required for degree completion. An additional fee must be paid prior to the beginning of the course for additional software usage required for the course.

- **Documented Learning - Portfolio I**

Credit for professional or technical courses, licenses, certifications, workshops, etc., can be awarded if documented thoroughly. Faculty members assess the validity of substantial documentation based on completion, clock hours, and content. The Portfolio I must include a resume, an autobiographical sketch, and a value of learning statement for each topic area. One semester hour of credit may be awarded for 20 hours of instruction that is determined by faculty to be college level.

- **Experiential Learning - Portfolio II**
Experiential learning credit assessments, in the form of portfolios, are methods by which students may earn academic credit for college-level learning completed outside of the traditional classroom setting. It is designed to assist adult learners in attaining their academic and career goals by validating their professional competencies acquired through experiential learning.

NOTE: Any appeals by students in regard to the number of semester hours of credit awarded through the portfolio process may be made to the campus Dean.

Credit from alternative credit programs may be given in a specific area in which a student wishes to major or minor, dependent upon departmental policy. The maximum total of such credit listed above, in any combination, is 45 semester hours, not to include more than 15 hours of experiential credit. Hours earned through alternative credit programs do not carry quality points and therefore are not considered as residential hours for honors calculations.