

 NORTHERN ARIZONA UNIVERSITY		September 27, 2019	
		1:30 pm - 3:00 pm	
		SAS	
Academic Standards Committee (ASC) Minutes			
Meeting called by: Kyle Winfree - Chair	Academic Standards Committee	Type of meeting:	ASC
Facilitators:	Kyle Winfree	Note taker:	Daniella Watson
<p>Attendees: Daniella Watson, Diana Elder, Courtney Luque, Ian Wischmeier, Jessica Wood, John Masserini, Kathy Savage, Kyle Winfree, Lynsey McClintock, Margaret Dunfee, Mohamed Mohamed, Pamela Powell, Patty Horn, Tarang Jain, and Terry Crites.</p> <p>Participated by phone: Nicole Hampton, Pete Yanka, Rosalicia Cordova, and Stephenie Jerome.</p> <p>Excused by email: Jaime Smith</p> <p>Guest: Laurie Dickson, Vice Provost for Teaching, Learning Design and Assessment (TLDA)</p>			
<i>Call to Order</i>			
Agenda Item: 1	Call To Order	Presenter:	Kyle Winfree
<p>Kyle Winfree called the meeting to order at 1:35 p.m. He thanked everyone for attending the meeting. He reviewed the items on the agenda.</p>			
<i>ASC Business</i>			
Agenda Item: 2	Approval of Minutes	Presenter:	Kyle Winfree
<p>Approval of April 26 and August 30 DRAFT Minutes.</p> <p>Corrections to the August 30 minutes:</p> <ul style="list-style-type: none"> Tarang Jain, and Jessica Wood attended the meeting but were marked absent. Amended. Patty Horn was marked absent and she was on the phone. Amended. <p>Motion made to approve the August 30 minutes with the edits. Motion approved.</p> <p>Motion made to approve the April 26 minutes. Motion approved.</p>			
Agenda Item: 3	Student Complaints Against Faculty – Proposed new policy	Presenter:	Nicole Hampton
<ul style="list-style-type: none"> It appears there is no formal policy for students filing complaints against faculty members. There are guidelines posted on the Office of Student Affairs website (https://in.nau.edu/office-of-student-affairs/filing-a-formal-complaint/) which are outdated and needed to be cleaned up. It was proposed that ASC work on a formal policy this academic year, keeping it simple, generic and keep it on the VPAA website. A policy and procedure to provide other means of resolving student complaints. Currently, students don't know where to go to file a complaint. Nicole Hampton found the guidelines listed in the agenda but no policies. It has a formal complaint form that says it will go to the Deans. Ask the student what attempts he/she has tried to resolve the complaint. If a student is unsure of the appropriate college it would go to VPAA. <p>John Masserini suggested there are some different ways a student can report a complaint:</p> <ul style="list-style-type: none"> Equity and Access 			

- Dean of Student's office
- Will educate faculties and students where to go when there is an incident to report.
- Nicole Hampton will find out if ASU and U of A have a student complaint policy and will bring it back at the next meeting.
- John Masserini would like to partner with the Dean of Students.
- John Masserini will reach out to his contacts to get a list of what are the mechanism for complaints in all the areas.
- He will get an inventory of where students go to when they have an issue and what it relates to.
- NAU is required to compile all the complaints we receive.
- Audrey Alice, in the Provost office, collects all the complaints.
- It would be nice to have a central repository for all the complaints.
- The Policy should be extracted from the Dean of Students, Equity and Access and Disability Resources and live on the Academic Affairs Website. AcademicStandards@nau.edu
- Will need to educate students on what is Student Affairs and what is Academic Affairs?
- Kyle will add on the agenda for the next meeting to see if we want to make a policy.

Agenda Item: 4	University Policy Library	Presenter	John Masserini/Kyle Winfree
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University Policy Library (nau.edu/university-policy-library). Status updates and discussion as needed from all. Move policy to vetting (and email draft revision to group) if ready.

Those are policies that were migrated from the Academic Catalog to the Academic Faculty Affairs Policy manuals on the University Library.

- a. Administering Final Exams (by John Masserini)
 - No updates.
- b. Administratively Dropping a Student from a Course (by Margaret Dunfee & Luke Plonsky)
 - Submitted to Kyle. It was formatting only. Kyle will send out the formatting at the next meeting.
- c. Classroom Scheduling (by Diana Elder & Nicole Hampton)
 - Asked for extension. There is no policy. John will get information from Bonita Switala.
 - Need to gather more information.
- d. Course Scheduling (by Pam Powell & Kathy Savage)
 - There was some confusion about the scope of the policy and the ultimate purpose of course scheduling policy. Need to look at the form where it talks about the purpose of this policy and get that straightened out before writing out new policy. They had further questions on course scheduling and need more time to work on it.
 - John explained the business process policy software that is being utilized to achieve the goal.
 - What is our goal with Multi Term Enrollment?
 - What is our goal with centralizing the space that we use that is the most efficient?
 - What are the perimeters around that?
 - What do people need to know to make good decisions when they are planning the schedules?
 - What is the demographic for our students currently?
 - What did your retention do?
 - How many people do you have throughout these different levels?
 - How does that affect what you plan for?
 - Based on the students counts and the curriculum.
 - Build to your curriculum to serve the number of students you have and then make your adjustments.

Question: Who do we see as the audience of this policy?

Answer: Department Chair who is overseeing the courses.

- Trying to encourage people to get involved with the planning process early and think about course scheduling and classroom scheduling creating success for students.
- Look at student needs for the upcoming period in terms of delivering curriculum and schedule those classes regardless of whether or not you have somebody to put in.

Question: Should this policy deal with the issue of class reserves?

Answer: John has been having robust conversations about reserves. There need to be conversations about how we use reserves.

Suggestions: Maybe the week before classes start the Registrar should run some batch programs to take those holds off so that those wait lists could be cleared before the first day of class so students are not missing the whole first week before it happens.

- John said that they notify units that have large wait lists and ask them to release it.

Question: Would this policy include help for chairs about how to deal with rooms that have perhaps been innappropriately assigned?

- John asked Jessica Wood to send specifics to Bonita.

e. Degree Program Fees (by Terry Crites & Jessica Wood)

- Not done. The policy summary was not clear. It says there are program fees and here are the colleges and programs and here are the fees.
- Terry and Jessica had the following questions:
 - Should they be adding some definitions for program fees, course fees and also, maybe, a description, responsibilities, describing in detail the people in any responsible for proposing, approving and submitting these program fees?
 - Should they describe the procedures by which program fees are submitted and approved?
 - Should they add course fees as well?
 - What is the process?
 - What do you do?
 - Who do you go to?
 - How do you get it started?
 - Who approves it?
 - How do you determine the amount?
 - Reach out to Mikhael Star for information.

Question: Should the difference between the course fee and program fee go in FAQ's and not the policy?

Answer: yes.

Question: is there guidance on what program fees can be used for?

Answer: Yes. It's all in ABOR.

- Identify who is responsible for ensuring that those program fees are spent according to the proposal.
- The program identifies which allowable elements are used.
- There are rules about accrual and accounting around program fees.
- Reach out to Mikhael Star and she will contact Bjorn's office.
- The intended audience for this policy is chairs, faculty, dean and associate deans.
- Marketing and Enrollment Management are working on a central location for course fees and program fees to make it accessible to students and parents.

- When Terry and Jessica have a draft on the policy Kyle will send it out to the ASC for discussion at the next meeting.
- f. Excess Credit Hours (by Ian Wischmeier & Stephenie Jerome)
 - Final review. Editing the format and will email to Kyle in the next couple of days. Kyle will review and send out to the ASC before the next meeting.
- g. Grade Submission (by Mohamed Mohamed & Rosalicia Cordova)
 - Need more time. They are for all grades submission.
- h. Inspection and Review of Student Records (by Ian Wischmeier & José Diaz Aquino)
 - Sent to Kyle.
- i. Student Institutional Excuses (by Lynsey McClintock, Andrew Dies & Pete Yanka)
 - Need one more week. John spoke with Athletics on Institutional Excuses for athletics, and he would like to join Lynsey, Andrew and Pete when they meet to give their input.
- j. Course Repeat Policy, Undergraduate (by Kyle Winfree & John Masserini)
 - Two things to discuss: revising the policy and an example to discuss.
 - Our committee evaluates whether or not we are going to make an exception to an undergraduate policy.
 - John gave an example of a student who requested an exception to an academic undergraduate policy over the summer.
 - Student scenario taken to ASC for an exception to NAU Grade Repeat Policy:
 - **The student self-reported he wanted to retake a class in which he had earned a "C". The student did not want to audit the class because he was paying for the class and felt he should earn a grade.**
 - After discussion from the committee, the decision was not to allow the student to repeat in which he earned a "C". No exception for the student.
 - The current policy states that when you do a course repeat it basically can only be for a "D" or an "F".

Question: Was the student aware of the policy? Yes.

Question: Did the student have approval from his department or college? No.

- The current policy states that for special circumstances on the policy which links to the Registrar's form.
- The form on the Registrar's website has special circumstances. It says:
- Some departments or colleges have received prior approval from NAU Academic Standards Committee to allow students in certain programs to repeat a course.
- Students should check with their advisors that they wish to repeat courses in which they received a "C".
- Students are allowed to repeat a course but must:
 - (a) Get approval from the department or college that offers the course before enrolling to repeat it.
 - (b) Submit the petition to grade replace a "C" to the Registrar's office for processing.
- The ASC does not feel they should overrule a department or college decision on something that they did not want to do in this particular, specific situation.

Question: When a student repeats a course does the lower grade disappear off the transcript? No. It never disappears. Their GPA is re-calculated.

- Kyle called for a vote. All those in favor? All opposed?
- Motion was approved to deny the grade repeat.
- Kyle will write to the student and chair.

- Kyle told the committee when writing this policy to keep in mind “What are the extenuating circumstances?”
 - If a student has taken a course two times and failed both times and they have to have it to graduate and that course is not available at another university that would transfer in, then they would get a pass to take it a third time.
 - Kyle wants to talk about it at the next meeting.
- Suggestion made to keep all the policies in one place for student’s easy access.

Agenda Item: 5

Undergraduate Transfer Credit Policy

Presenter:

Laurie Dickson

- Laurie is bringing this policy as one of the leaders of their Transfer Improvement Group.
- How can they streamline and improve their transfer students experience and increase the number of transfer students they have to fulfil their mission and to increase access in student success in general?
- The reason they are choosing to revise the Transfer Undergraduate Credit Policy at this time is nationally there is a big movement to have articulated how institutions address prior learning.
- What are some learning opportunities that have occurred whether through workforce training or other certifications, like training in the Military?
- How can an institution evaluate that learning so that students can get academic credit for it?
- Wanted to make sure that they have an academic evaluation of those learning opportunities or credits so that they can transfer them and articulate the number of credits a student could bring in.
- The policy says up to 64 transfer credits from a combination of regionally accredited 2 years institutions.
- ABOR specifies the 64 limit for lower division course work.
- The policy states that a student can earn up to 35 credits from American Council of Education for Military credit.
- It also says that a student, in addition ,can earn 4 credits for Military for service, and if they've been commissioned as an officer in the Military, it could be an additional 12 credits, adding up to 115 credits.
- They want to streamline it saying up to 64 of all these different types pulled together.
- This is not saying an academic program needs to accept prior learning credits.
- This is saying that academic units can determine how they want to; if they want to accept that.

Question: Some programs have 90-30 credits.

ABOR can approve specific programs for a student to bring 90 transfer credits in from a 2 year institution.

- Laurie will identify how that combination phrase is applicable to all 90-30 programs.
- She will keep the same line 64 transfer credits from a combination and list accredited 2 year prior learning verses just the 2 years.
- Pete Yanka will work with Laurie on the Transfer Improvement Group Committee work group to represent the Military.
- She will send Kyle the revision.

Agenda Item: 6	Academic Integrity		Norma Patterson & Kyle Winfree
<ul style="list-style-type: none"> It is suspected that some students are buying and selling their assignments online. While the Academic Integrity Policy does state this to be a violation, it may be appropriate for the ASC to consider how else the university should respond. It does not align within the Academic Integrity Policy. Norma and Kyle are working on it and we will discuss how to proceed with it at the next meeting 			
Agenda Item: 7	Call for nominations for Vice Chair		Kyle Winfree
<p>Kyle received an email of interest from Nicole Hampton. They will discuss the logistical issues as far as running the meeting via Skype or Zoom off site. Kyle and Nicole to discuss further.</p>			
Agenda Item: 8	By-Laws		Kyle Winfree
<p>By-Laws (https://in.nau.edu/academic-standards-committee/)</p> <p>All Faculty Senate Sponsored University Committees are also being asked to look at Section 3.1.1.1. Relationship to the Faculty Senate where it states:</p> <p style="padding-left: 40px;">Minor amendments to the Bylaws that are proposed for increased efficiency and which do not alter the underlying purposes of the committee do not need Faculty Senate approval. See Academic Standards Committee Bylaws Section 10.</p> <p>That section should read as follows:</p> <p>Minor amendments to the Bylaws that are proposed for increased efficiency and do not alter the underlying purposes of the committee, must be submitted to the Faculty Senate Bylaws Committee, for validation by the Parliamentarian, that the amendments made are minor and do not alter the underlying purposes of the committee. If validated, they do not need Faculty Senate approval. If not validated, by the Bylaws Committee, the reasoning will be transmitted to the ASC and will then be voted on by the Senate</p> <p>(2) two changes to the By-Laws:</p> <ul style="list-style-type: none"> 3.1.1.1: Minor Amendment the Faculty Senate Committee asked the ASC to put in the By-Laws. 4.1.1.4: Should say College of The Environment, Forestry, and Natural Sciences. Separating out Vice Chair and Chair Elect. <ul style="list-style-type: none"> Kyle said that in the event someone might want to take the role of Vice Chair, he would like to propose that maybe they could turn down the Chair Elect role and try to encourage more people to serve as Vice Chair. We would have another election at the end of that year identifying if that person would be moving forward as Chair or maybe staying as Vice Chair. Kyle asked for a motion to vote. Motion passed. Mohamed will take the changes to the Faculty Senate Committee for approval. <p>Section 4.1. The following changes were made Under Membership on the Academic Standards Committee is composed of elected voting and appointed ex officio non-voting members.</p> <p>Section 4.1.1.3. College of Engineering, Informatics, and Applied Sciences = 2</p> <p>Section 4.1.1.4. College of The Environment, Forestry, and Natural Sciences = 2</p> <p>No 5. Under Officer of the Committee:</p> <p>Section 5.1.13. Addition made:</p>			

- The Vice-Chair may choose not to secondarily serve as the Chair-Elect, provided a Chair is elected by the eligible voting members following 5.1.1.
- Motion to vote to make the changes: Motion passed.

Agenda Item: 9	Announcements		Kyle Winfree
There were no announcements. Kyle told the committee to email him if they had items that were not brought up at the meeting and he will add to the agenda for the next meeting.			
Agenda Item: 10	Good To Order	Presenter:	Kyle Winfree
Nothing for Good to Order. Motion to Adjourn: Kathy Savage and Ian Wischmeier.			
Agenda Item: 11	Adjournment	Presenter:	Kyle Winfree
Meeting adjourned 3:05pm. Motion passed to adjourn the meeting.			

Academic Standards Committee Agenda

September 27, 2019

1:30pm – 3:00pm

SAS 434

- I. Call to Order (Kyle N. Winfree)
- II. *Approval of Minutes, April and August (Kyle N. Winfree)
- III. *Student Complaints Against Faculty - proposed new policy (Nicole Hampton)
It appears there is no formal policy for students filing complaints against faculty members. There are guidelines posted on the Office of Student Affairs website (<https://in.nau.edu/office-of-student-affairs/filing-a-formal-complaint/>) which are outdated and need to be cleaned up. It is proposed that ASC works on a formal policy this academic year.
- IV. University Policy Library (nau.edu/university-policy-library) (John Masserini / Kyle N. Winfree)
Status updates and discussion as needed from all. Move policy to vetting (and email draft revision to group) if ready.
 - a. Administering Final Exams (John Masserini)
 - b. Administratively Dropping a Student from a Course (Margaret Dunfree & Luke Plonsky)
 - c. Classroom Scheduling (Diana Elder & Nicole Hampton)
 - d. Course Scheduling (Pam Powell & Kathy Savage)
 - e. Degree Program Fees (Terry Crites & Jessica Wood)
 - f. Excess Credit Hours (Ian Wischmeier & Stephenie Jerome)
 - g. Grade Submission (Mohamed Mohamed & Rosalica Cordova)
 - h. Inspection and Review of Student Records (Ian Wischmeier & José Díaz Aquino)
 - i. Student Institutional Excuses (Lynsey McClintock, Andrew Dies, & Pete Yanka)
 - j. Course Repeat Policy, Undergraduate (Kyle N. Winfree & John Masserini)
- V. Undergraduate Transfer Credit Policy (Laurie Dickson)
- VI. Academic Integrity - it is suspected that some students are buying and selling their assignments online. While the Academic Integrity Policy does state this to be a violation, it may be appropriate for the ASC to consider how else the university should respond. (Norma Patterson & Kyle N. Winfree)
- VII. Call for nominations for Vice Chair (Kyle N. Winfree)
- VIII. *By-Laws (<https://in.nau.edu/academic-standards-committee/>) (Kyle N. Winfree)
- IX. Announcements
- X. Good Of the Order
- XI. *Adjournment

Office of the Faculty Senate
P.O. Box 6038
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Ian Wischmeier
Chair of the Academic Standards Committee
Ian.Wischmeier@nau.edu

Mohamed Mohamed
Liaison to the Academic Standards Committee
Mohamed.Mohamed@nau.edu

Dear Ian and Mohamed,

The College of Engineering, Forestry, and Natural Sciences went through a reconfiguration last year and, effective July 1, 2018, it was divided into two colleges namely the College of Engineering, Informatics, and Applied Sciences (CEIAS) and the College of Environment, Forestry, and Natural Sciences (CEFNS). When the separation was finalized, a census was taken and determined that the new CEFNS retained two thirds of the FTE faculty while CEIAS inherited one third. The recently approved Academic Standards Committee's bylaws did not take into account the change to CEFNS when reviewing bylaws last year. Therefore, the ASC is being asked to review its **Bylaws Section 4.1.1 Membership** and determine how many members ASC will have from the newly formed colleges, CEIAS and the renamed college of CEFNS.

Last April and May during the election cycle the Senate office went ahead and identified currently serving faculty from the old CEFNS as to determine whether they were now in CEFNS or CEIAS. Terry Crites remained in CEFNS with a term ending in 2020 and Robin Tuchscherer was designated as a CEIAS faculty member with a term that ended in May 2019. Please let us know how you wish to continue.

All Faculty Senate Sponsored University Committees are also being asked to look at **Section 3.1.1.1. Relations ship to the Faculty Senate** where it states:

Minor amendments to the Bylaws that are proposed for increased efficiency and which do not alter the underlying purposes of the committee do not need Faculty Senate approval. See Academic Standards Committee Bylaws Section 10.

This section should read as follows

Minor amendments to the Bylaws that are proposed for increased efficiency and do not alter the underlying purposes of the committee **must be submitted** to the Faculty Senate Bylaws Committee for validation by the Parliamentarian that the amendments made are minor and do not alter the underlying purposes of the committee. If validated they do not need Faculty Senate approval. If not validated the Bylaws committee will review the proposed changes and if not validated by the Bylaws Committee the reasoning will be transmitted to the ASC and will then be voted on by the Senate.

The reasoning behind this change is that the senate sponsored university committees' bylaws must go to the Bylaws committee so **all changes are updated in the Senate files**. In addition, it maintains senate oversight of the committees.

Should you have questions or concerns please feel free to contact me by email: Ishmael.Munene@nau.edu.

Sincerely,

Ishmael Munene

Ishmael Munene
Chair Bylaws Committee/Parliamentarian

cc: Gioia Woods, President, Faculty Senate
Daniella Watson

DRAFT

Academic Standards Committee Bylaws

1. Name

- 1.1. The name of this committee is the Academic Standards Committee

2. Faculty Senate Charge

- 2.1. The Academic Standards Committee is charged by the Faculty Senate to maintain the academic standards at Northern Arizona University through the appropriate review, creation, and application of academic policies as they apply to undergraduate students, while recognizing that special circumstances may occasionally warrant an exception to a policy. The Academic Standards Committee accomplishes this charge by:
 - 2.1.1. identifying the need for new policies or the revision of current policies;
 - 2.1.2. drafting new policies or revised policies, engaging the university community in the examination and critical appraisal of the policy prior to voting upon recommending the policy to the Office of the Provost for final approval;
 - 2.1.3. acting as the final arbiter for grade appeals only in the case of perceived violation of due process in grade appeal process;
 - 2.1.4. ensuring that the standards of the University are maintained through the appropriate application of policy; and
 - 2.1.5. reviewing exception requests from undergraduate students related to university-wide academic policies that are not adjudicated through other channels.

3. Relationship to the Faculty Senate

- 3.1. The Academic Standards Committee shall:
 - 3.1.1. Submit Committee Bylaws to the Senate, through the Faculty Senate Executive Committee, for approval;
 - 3.1.1.1. Minor amendments to the Bylaws that are proposed for increased efficiency and do not alter the underlying purposes of the committee must be submitted to the Faculty Senate Bylaws Committee. The Faculty Senate Parliamentarian will verify that the amendments made are minor, and do not alter the underlying purposes of the committee. If validated, they do not need Faculty Senate approval. If not validated, the Faculty Senate Bylaws Committee will review the proposed changes and forward them to be voted on by the Senate.
 - 3.1.2. Submit an annual written report including actions taken to fulfill the Academic Standards Committee charge and strategic efforts for the coming year.
 - 3.1.2.1. The report shall be submitted at the end of each academic year, or more often if deemed necessary by the Committee, to the Past President of the Faculty Senate for transmission to the Senate through the Faculty Senate Executive Committee.

4. Membership

- 4.1. Membership on the Academic Standards Committee is composed of elected voting and appointed ex officio non-voting members.
 - 4.1.1. Voting members of the Academic Standards Committee shall include faculty members, as defined by the Faculty Senate Constitution, from the following areas:
 - 4.1.1.1. College of Arts and Letters = 2

- 4.1.1.2. College of Education = 2
- 4.1.1.3. College of Engineering, Informatics, and Applied Sciences = 2
- 4.1.1.4. College of Environment, Forestry, and Natural Sciences = 2
- 4.1.1.5. College of Health and Human Services = 2
- 4.1.1.6. College of Social and Behavioral Sciences = 2
- 4.1.1.7. Extended Campuses = 2
- 4.1.1.8. University Honors College = 1
- 4.1.1.9. The W.A. Franke College of Business = 2
- 4.1.2. Voting members of the ASC shall also include representation from the following areas:
 - 4.1.2.1. Academic Advising = 1
 - 4.1.2.2. Academic Chairs Council = 1
 - 4.1.2.3. Associate Deans = 1
 - 4.1.2.4. Associated Students of Northern Arizona University = 1
 - 4.1.2.5. Athletics = 1
 - 4.1.2.6. Center for International Education = 1
 - 4.1.2.7. Enrollment Management and Student Affairs = 1
 - 4.1.2.8. Extended Campuses Student Services = 1
 - 4.1.2.9. Registrar's Office = 1
 - 4.1.2.10. Student Veterans Services = 1
- 4.1.3. Ex officio (non-voting) membership of the Academic Standards Committee shall include the following representation:
 - 4.1.3.1. Faculty Senate
 - 4.1.3.2. Financial Aid
 - 4.1.3.3. Graduate College
 - 4.1.3.4. Provost's Office
 - 4.1.3.5. Student and Departmental Account Services
- 4.2. Faculty members will serve three-year staggered terms so that approximately one-third of the members are elected each year. Staff members will serve for a minimum of one year.
- 4.3. All members will serve without compensation.

5. Officer of the Committee

- 5.1. The Committee will have two officers, an elected Chair and an elected Vice-Chair/Chair-Elect. The officers will be elected each year from among the eligible voting members of the Committee.
 - 5.1.1. Elections will be held in a manner as to provide for a smooth transition into the business of the upcoming academic year.
 - 5.1.2. The term of the officers is one year, starting at the first meeting of the academic year until the new chair resumes the responsibilities.
 - 5.1.3. The Vice-Chair may choose not to secondarily serve as the Chair-Elect, provided a Chair is elected by the eligible voting members following 5.1.1.
- 5.2. The Chair is responsible for:
 - 5.2.1. setting the agenda in (consultation with Provost's Office representative),
 - 5.2.2. conducting the meetings to ensure that the business of the Committee is conducted in a timely manner,

- 5.2.3. ensuring accurate minutes of the meetings and membership attendance records are publicly available,
- 5.2.4. reviewing content and information disseminated through the Academic Standards Committee website,
- 5.2.5. providing leadership for the immediate and annual work of the Committee, and
- 5.2.6. serving on the Curriculum and Assessment Coordinating Committee.
- 5.3. The Vice-Chair/Chair-Elect will assume the duties of the Chair in his/her absence, and other responsibilities as delegated by the Chair.

6. Duties of Membership

- 6.1. Each voting member is expected to attend each meeting of the Academic Standards Committee, participate in Academic Standards Committee activities, and complete any assigned tasks. At a minimum, this includes preparing for Academic Standards Committee meetings by reading all materials scheduled on the agenda, in advance, for discussion and voting.
- 6.2. If a voting member is unable to attend a scheduled meeting of the Academic Standards Committee, the member should notify the Provost's Office representative of the impending absence.
 - 6.2.1. Substitutes are not permitted on a meeting-by-meeting basis and because of the importance of the discussions which occur at the Academic Standards Committee meetings votes in absentia are not permitted.
- 6.3. A member's position will be declared vacant by the Chair if the member fails to attend three meetings during the year and the vacating member's academic unit will be asked to facilitate the designation of a new faculty member to serve for the amount of time remaining in that committee member's term. If the remaining time in the term is less than one year, the replacement member may be appointed by the Academic College's Dean.
 - 6.3.1. If a regular member of the Academic Standards Committee is unable to attend the meetings for one semester or more, a long-term substitute may be appointed for the affected time period.

7. Meetings

- 7.1. The committee will meet regularly, throughout the semester, in a pre-arranged location.
- 7.2. Special meetings may be called by the Chair as necessary to conduct Committee work.
- 7.3. Members may attend via technology.
- 7.4. Agenda and minutes of the previous meeting, including attendance records, will be available online prior to the meeting.
 - 7.4.1. If the agenda materials are not ready for distribution before the meeting, the Chair and/or the Provost's Office representative will notify the membership concerning the delay.
- 7.5. All business of the Committee will be conducted at regularly scheduled meetings of the Committee, or at special meetings with the consent of the Committee and presence of a majority at the special meeting.
- 7.6. All meetings are open to the public.
- 7.7. If the Committee Chair and Vice-Chair/Chair-Elect are both unavailable, the Provost's Office representative will act as a substitute to chair the meeting. If a policy motion results in a tie,

the motion will be tabled until the Academic Standards Committee chair can render a tie-breaking vote.

8. Voting

- 8.1. A simple quorum (50% of the voting members + one member) of the voting members must be present at any meeting before any binding action may be taken. The number of members necessary for a quorum will be determined at the first meeting each fall.
- 8.2. The Chair of the committee may vote in the event of a tie vote.
- 8.3. Proxy voting is not allowed.
- 8.4. Virtual voting is acceptable if the member is present on the phone at the time of the vote for an item or groups of items.
- 8.5. Approval of formal actions of the Committee regarding policies will be by a simple majority vote of the regular voting members of the Committee present at the meeting when the vote is taken.

9. Subcommittees and Task Forces

- 9.1. The Academic Standards Committee has the authority to create subcommittees to facilitate the accomplishment of the committee's charge.
- 9.2. Any Academic Standards Committee subcommittee or task force will develop their own set of by-laws (if applicable) and procedures related to their charge by the Academic Standards Committee.

10. Amendments

- 10.1. These Bylaws may be amended at any regular meeting of the Academic Standards Committee by a majority vote of those present, assuming a quorum, provided that notice of the proposed actions shall have been given at the previous regular meeting, or shall have been communicated to all members of the Committee in writing through email or regular mail at least two (2) weeks prior to the meeting at which the action is to be taken.

11. Establishment of Operating Policies and Procedures

- 11.1. In concert with the Curriculum & Assessment Coordinating Committee and the Office of Curriculum, Learning Design, and Academic Assessment, the Academic Standards Committee will establish and document the processes and procedures for carrying out its charge.
 - 11.1.1. The Office of Curriculum, Learning Design, and Academic Assessment will support the operations and management of these established processes and procedures.

12. The Academic Standards Committee as part of the general function of the Northern Arizona University Governance Structure.

- 12.1. The Academic Standards Committee recognizes that its bylaws must be in accordance with the Faculty Senate charge, all NAU and ABOR policies and local, state and federal laws.

Proposed Changes to the Undergraduate Transfer Credit

Step 1: Provide a short summary of what you are proposing.

The proposed policy changes update the existing transfer policy to align with national trends to integrate Prior Learning Assessment into transfer policy and pending changes to federal regulations regarding types of accrediting agencies. The proposed policy change does not change the role faculty have in evaluating transfer credit. The revised policy formalizes existing practice of allowing transfer credit from non-regionally accredited institutions, allows for the evaluation of Prior Learning Assessment and bundles the various types of prior learning credit, transfer credits from two-year institutions, ACE military credits to account for unique combinations and pathways to degree attainment. Recognizing the potential of PLA and building, or expanding on it, could be the key to reaching increased attainment goals.

Step 2: Submit policy in the formats exemplified below.

Old Policy:	New Policy:
	<i>Please Note: For easier reading, a "clean" copy of how the policy would read if these changes are approved is attached at the end of the proposal</i>
<p>Undergraduate Transfer Credit</p> <p>To meet the requirements of a particular degree plan, students may use transfer credit from other institutions.</p> <p>Transcripts are reviewed to determine the number of units accepted and how they will apply toward satisfying NAU Liberal Studies, Diversity, major, minor and/or certificate requirements. Course equivalencies are established based on the alignment of learning outcomes. Course equivalencies are based on when the course was taken.</p> <p>Northern Arizona University accepts transfer credits, not grades.</p> <p>Undergraduate credit, from regionally accredited four-year institutions, will be accepted on a credit-unit-for-credit-unit basis (adjusted for semester/quarter terms) for college-level courses with grades of "P" (credit awarded), "C," 2.0, or better.</p> <p>The university will accept up to 64 transfer credits from a combination of regionally accredited two-year institutions and the American Council on Education (ACE) Alternative Credit Project™. These credits must be college-level with grades of "P" (credit awarded), "C," 2.0, or better. NAU has ABOR approval to accept more than 64 units from two-year colleges for specific degree programs. Prior to making a request to transfer more than 64 units, a specific degree program</p>	<p>Undergraduate Transfer Credit</p> <p>To meet the requirements of a particular degree plan, students may use transfer credit from other institutions. Transcripts are required in the transfer credit review process to determine the number of units to be accepted and in the manner they will apply toward satisfying NAU liberal studies, diversity, major, minor and/or certificate requirements. Course equivalencies are established based on the alignment of learning outcomes and timeframe in which the course was taken. While NAU accepts transfer credit units, course grades are not accepted or calculated into the GPA from these courses; i.e. GPA does not transfer.</p> <p>Credits submitted by students may be considered for acceptance if the institution was accredited and the accrediting body was recognized by the Council for Higher Education Accreditation (CHEA) at the time of the student's enrollment (See CHEA's Directory of Recognized Organizations). Undergraduate credit, from accredited four-year institutions, will be accepted on a credit-unit-for-credit-unit basis (adjusted for semester/quarter terms, if applicable) for college-level courses with grades of "P" (credit awarded), "C," 2.0, or better. The credit accepted for transfer cannot duplicate any previously awarded credit.</p> <p>Additionally, Northern Arizona University will accept up to 64 transfer credit units from a</p>

should be reviewed carefully to see if it may apply. Students who transfer from Arizona higher education public institutions will follow the degree requirements in effect at the time the coursework began provided that attendance was continuous (as explained under Catalog to Use for Degree Requirements, Policy #100304). The Course Equivalency Guide (CEG), which is part of the AZTransfer.com System, indicates how the universities accept transfer course work (numbered 100 or above) from Arizona higher education public institutions.

Students pursuing a baccalaureate degree at Northern Arizona University who have completed the Arizona General Education Curriculum (AGEC) from an Arizona public or tribal community college, the Intersegmental General Education Transfer Curriculum (IGETC) or California State University General Education (CSUGE) from a California public community college are considered to have satisfied the Liberal Studies Distribution Blocks and Foundation requirements and the US Ethnic and Global Diversity requirements. Completion of the AGEC, IGETC, or the CSUGE do not satisfy the Junior Writing and Senior Capstone requirements. Students will still need to complete these requirements as part of their undergraduate degree.

Petitions for acceptance of credit from nationally accredited four-year or two-year institutions and from non-accredited institutions are to be sent to the Office of Undergraduate Admissions & Orientation.

ACE Alternative Course Credit

Northern Arizona University will accept up to 64 transfer credits from a combination of regionally accredited two-year colleges and the American Council on Education (ACE) Alternative Credit Project™. These credits must carry grades of "P" (credit awarded), "C," 2.0, or better. For more information, visit the Alternative Credit Project.

Credit For U.S. Military Service And Training

Northern Arizona University uses the American Council on Education (ACE) recommendations and university articulation guidelines to assess credit for U.S. military service and training for undergraduate students.

NAU will accept up to 35 units of ACE-recommended military credit as transfer work

combination of accredited two-year institutions, prior learning assessment credit, and the American Council on Education (ACE) Alternative Credit Project™. These credits must be college-level with grades of "P" (credit awarded), "C," 2.0, or better. NAU has ABOR approval to accept up to 90 transfer credit hours from two-year colleges for specific degree programs. Program requirements, noted in the academic catalog, for these specific degree program should be reviewed carefully.

Students pursuing a baccalaureate degree at Northern Arizona University who have completed the Arizona General Education Curriculum (AGEC) from an Arizona public or tribal community college, the Intersegmental General Education Transfer Curriculum (IGETC), or California State University General Education (CSUGE) from a California public community college are considered to have satisfied NAU's Liberal Studies Distribution Blocks and Foundation requirements as well as the US Ethnic and Global Diversity requirements. However, completion of the AGEC, IGETC, or the CSUGE do not satisfy the Junior Writing and Senior Capstone requirements. Students will still need to complete these requirements as part of their undergraduate degree.

Prior Learning Assessment

Prior Learning is a term that refers to learning and experiences an individual acquires outside of the traditional academic environment. This learning is typically not indicated on a college or university transcript and can be acquired through: work experience, workshop participation, in-service training, or involvement in professional organizations. Credit may be awarded for verifiable college-level learning gained through workforce or other training experience. This policy is only applicable to Prior Learning that is not available from one of the credit-by-exam or challenge exam options.

Northern Arizona University will evaluate and may accept transfer credit for Prior Learning that has been evaluated by a CHEA recognized institution using one of the following methods: workforce training documentation, portfolio of relevant professional work, or official certification.

Northern Arizona University also utilizes the credit recommendations from the American

toward a baccalaureate degree. Credit will be awarded as lower-division general elective credit or department elective credit.

A student can be awarded an additional 4 units of credit for 18 consecutive months of active duty in the U.S. Armed Forces if terminated under honorable conditions, as documented on the DD214.

A student who has earned a commission in the U.S. Armed Forces, may petition the Office of Admissions and Orientation for an additional 12 units.

Please see [Military and Veteran Admission](#) for more information.

CREDIT BY EXAM

Students can use the credit-by-exam option to gain credit for college courses in which proficiency has already been acquired. Students can only use credit-by-exam for courses that the college or department has approved for this option. Some colleges and departments do not permit credit-by-exam, and those that do may limit the availability of courses to be challenged by exam.

Where exams for credit are allowed, they are governed by the general requirements that follow and by the policies of the college or department.

The following requirements apply to all exams for credit.

- Students may earn up to 60 units by exam either at NAU or transferred to NAU from another accredited institution. Credit-by-exam earned at another institution may be re-evaluated using NAU standards.
- Credit-by-exam equivalencies are based on when the exam was taken.
- The same exam may not be repeated within a year of the first attempt.
- Under no circumstances will students be permitted to take an exam for the same course more than twice.
- Credit earned by an exam must not duplicate credit already earned for the same course.
- Credit will not be given for a course that is equivalent to, more elementary than, or substantially overlaps another course where credit has already been received.

Council on Education (ACE). An ACE credit recommendation represents college-level equivalencies based on a review of workforce training, military training or occupations, and other sources of learning outside the college classroom, such as national exams and certifications. Departments will determine the application of the ACE credit toward major requirements.

Departments reserve the right to create their own evaluation criteria and process to evaluate Prior Learning for major/minor requirements.

Credit for U.S. Military Service

A student can be awarded an additional 4 units of credit for 18 consecutive months of active duty in the U.S. Armed Forces if terminated under honorable conditions, as documented on the DD214.

Furthermore, a student who has earned a commission in the U.S. Armed Forces may petition the Office of Admissions and Orientation for another additional 12 general elective units.

Please see [Military and Veteran Admission](#) for more information.

Credit by Exam

Students can use the credit-by-exam option to demonstrate discipline-specific proficiency and gain credit for college courses. Students can only use credit-by-exam for courses that the college or department has approved for this option. Some colleges and departments do not permit credit-by-exam, and those that do may limit the availability of courses to be challenged by exam.

Where exams for credit are allowed, they are governed by the general requirements that follow and by the policies of the college or department.

The following requirements apply to all exams for credit.

- Students may earn up to 60 units by exam either at NAU or transferred to NAU from another accredited institution. Credit-by-exam earned at another institution may be re-evaluated using NAU standards.

<ul style="list-style-type: none"> ○ Courses in Progress: Students who are currently enrolled in a language course, other than English, and want credit for a more introductory course(s), must take the exam for that course before the midterm of the course currently enrolled. ○ Credit earned by exam becomes part of a student's academic record. 	<ul style="list-style-type: none"> • Credit-by-exam equivalencies are based on when the exam was taken. • The same exam may not be repeated within a year of the first attempt. • Under no circumstances will students be permitted to take an exam for the same course more than twice. • Credit earned by an exam must not duplicate credit already earned for the same course. • Credit will not be given for a course that is equivalent to, more elementary than, or substantially overlaps another course where credit has already been received. <ul style="list-style-type: none"> ○ Courses in Progress: Students who are currently enrolled in a language course, other than English, and want credit for a more introductory course(s), must take the exam for that course before the midterm of the course currently enrolled. ○ Credit earned by exam becomes part of a student's academic record.
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Step 3: Provide rationale for why this new/changed academic policy is being proposed.

- Align with national trends to integrate Prior Learning Assessment into transfer policy and pending changes to federal regulations regarding types of accrediting agencies.
- Formalizes existing practice of allowing transfer credit from non-regionally accredited institutions, allows for the evaluation of Prior Learning Assessment and bundles the various types of prior learning credit, transfer credits from two-year institutions, ACE military credits to account for unique combinations and pathways to degree attainment.
- Potential to increase transfer student enrollments and attainment goals.

Step 4: Complete the Comparison Group table.

University	Policy Similarities or Differences
State Institutions:	
1. Northern Arizona University (Current form of policy)	The university will accept up to 64 transfer credits from a combination of regionally accredited two-year institutions and the American Council on Education (ACE) Alternative Credit Project™. These credits must be college-level with grades of "P" (credit awarded), "C," 2.0, or better. . https://www5.nau.edu/policies/client/Details/784?whoIsLooking=Students&pertainsTo=All
2. Northern Arizona University (Proposed form of policy)	Allows for Prior Learning Assessment and allow ACE Military Credit to be the comparable to other forms of credit. Up to 64 units.
3. Arizona	A student may earn no more than 60 hours of credit by examination for any or

State University	all programs, including ASU comprehensive and proficiency exams. https://catalog.asu.edu/credit_exam
4. University of Arizona	The University of Arizona utilizes the credit recommendations from the American Council on Education (ACE). Prior Learning will be assessed using the following methods: <ul style="list-style-type: none"> • Workforce training documentation, • Portfolios, or • Certification. Students may receive up to 6 credits maximum, as determined by the appropriate department faculty (credit by exam option not included in that number) https://catalog.arizona.edu/policy/credit-prior-learning-prior-learning-assessment-policy
Peer Institutions:	
5. Bowling Green State University- Main Campus	Credit can be attained through one or more PLA pathways: Portfolio Assessment, CLEP, College Level Examination Program and Departmental Credit by Exam, and Credit by Validation. Using a combination of these pathways, a student can earn a maximum of 30 credits toward their degree. https://www.bgsu.edu/nontraditional-and-military-students/prior-learning-assessment.html
6. George Mason University	Credit earned for training or military service (as documented on an official ACE transcript) may be considered for transfer into the BIS program and is subject to the Credit for Nontraditional Modes of Learning policy within BIS. If an enrolled BIS student decides to change majors, nontraditional transfer credit will not apply toward any other major. https://www2.gmu.edu/admissions-aid/how-apply/transfer/transfer-credit-policy (PLA not mentioned).
7. Georgia State University	Georgia State University awards prior learning for credit by exam (AP, IB and CLEP). Georgia State does not grant credit for College-Level General Educational Developmental Tests, USAFI courses, or courses completed at any United States armed forces service school, with the exception of the military academies. https://advisement.gsu.edu/transfer-students/transfer-credit-policies/
8. Kent State University Kent Campus	Kent State accepts many industry-recognized certifications and examinations as prior learning credit applicable toward specific degree programs upon programmatic approval. http://catalog.kent.edu/academic-policies/alternative-credit/ Kent State University awards college credit for basic military training. All eligible credits must be recognized by ACE, who recommends appropriate credit hours to be awarded. KSU also accepts DANTES Standardized Subject Test (DSST).
9. Northern Illinois University	NIU provides a variety of opportunities for students to obtain college credit by examination. Credit may be awarded through the Advanced Placement (AP) Program, the College-Level Examination Program (CLEP), The Defense Activities for Non-Traditional Educational Support program (DANTES), International Baccalaureate (IB), Standards-Based Measurement of Proficiency (STAMP) for language proficiency, the Illinois Seal of Biliteracy, and other NIU proficiency examinations. http://catalog.niu.edu/content.php?catoid=48&navoid=2318#tran_cred
10. Ohio University- Main Campus	Awards PLA credit, based on prior life experiences, through a portfolio program: https://www.ohio.edu/admissions/transfer-credits . Specific details are at: https://www.ohio.edu/ecampus/prior-learning-assessment.html
11. Old Dominion University	Has an Office of Prior Learning Assessment. Assessment for credit is awarded for departmental exams, workplace training evaluation and portfolio development https://www.odu.edu/academics/academic-records/evaluation-

	of-credit/prior-learning/methods/portfolio
12. Southern Illinois University Carbondale	Offers alternative credit opportunities such as credit for work experience limited to 30 hours. Any combination of credit for proficiency exams (AP, CLEP, DSST) and work experience is limited to 40 hours. https://catalog.siu.edu/admissions/alternative-credit.php
13. The University of Alabama	Addresses Prior Learning Assessment in The New College LifeTrack Program which is a method of assessing and recognizing learning experiences that are equal to college level learning, but have been acquired outside a traditional classroom setting (through work experience, volunteerism, outside study, etc.). LifeTrack recognizes the value and importance of experiential learning via :subject area field of study portfolio or organized training such as: Dale Carnegie courses, ACE college credit recommendations, Military training, some technical training, etc. https://learnon.ua.edu/current-students/prior-learning.php
14. University of Akron-Main	PLA program consists of AP, IB, bypassed credit (similar to retro-credit), CBE assessment (similar to dept. exams), CLEP, ACE transcript, military credit, the College Credit Plus Program (CCP), College Tech Prep and Career-Tech credit transfer. https://www.uakron.edu/counseling/testing-services/alternative-credit also see: https://bulletin.uakron.edu/undergraduate/important-policies/alternative-credit-options/
15. University of Maine	Recognizes that adults enter after years in the workforce, the military and a have a wealth of other life experiences. Credit is awarded by portfolio review, CLEP and DANTES and military credit. https://umaine.edu/dlladvising/prior-learning-assessment-pla/
16. University of Nevada-Las Vegas	Awards prior learning credit for AP, CLEP, IB, DSST, ACE Corporate Credit, Special exams administered by an academic department, NOCTI, NLN – Nursing, profile II and Excelsior College exams. https://nshe.nevada.edu/administration/academic-student-affairs/students/prior-learning-credit-exam-and-experience/ The maximum number of credits (non-traditional that may be applied toward a UNLV degree is 60. https://catalog.unlv.edu/content.php?catoid=16&navoid=2830#Nont_Cred
17. University of North Carolina at Greensboro	The sum total of transfer credit hours from two-year college(s), extension, or correspondence courses that may be applied toward an undergraduate degree may not exceed 64 semester hours. Current UNCG policy stipulates that courses completed in technical, vocational, or professional programs at community colleges or courses from technical colleges or proprietary institutions cannot be accepted in transfer, unless they are part of a 2Plus Program. https://reg.uncg.edu/transfer-articulation/transfer-credit-policies/#creditlimit
18. Western Michigan University	Awards credit for CLEP and Military Credit. https://wmich.edu/transfer/credit
19. Wichita State University	Awards Credit for Prior Learning for AP, CLEP, DANTES, IB, ACT/SAT scores, Dept. exams, GEC College Ready Math Testing (ACE Credit), Institutionally-evaluated training for credit, Life experience evaluation, Military courses/training credit, retroactive credit. https://www.wichita.edu/academics/adult_learning/priorlearning/index.php

Step 5: If appropriate, include any other data or information relevant to this proposal. (*This might*

include retention or student success data from NAU or examples of policies from schools not included in the Comparison Group Table).

Step 6: Indicate any stakeholders, groups or individuals that have been part of the development of this proposal.

Vice Provost for Teaching, Learning Design and Assessment

Vice Provost for Academic Affairs

Transfer Improvement Group

Step 7: Please provide your contact information:

Name: Laurie Dickson

Department and position: Vice Provost for Teaching, Learning Design and Assessment

Group you are representing (if applicable): Email: laurie.dickson@nau.edu

Phone: 3-1829

Undergraduate Transfer Credit

To meet the requirements of a particular degree plan, students may use transfer credit from other institutions. Transcripts are required in the transfer credit review process to determine the number of units to be accepted and in the manner they will apply toward satisfying NAU liberal studies, diversity, major, minor and/or certificate requirements. Course equivalencies are established based on the alignment of learning outcomes and timeframe in which the course was taken. While NAU accepts transfer credit units, course grades are not accepted or calculated into the GPA from these courses; i.e. GPA does not transfer.

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