

UNDERGRADUATE REQUEST FOR VALIDATION OF CREDIT PHILADELPHIA UNIVERSITY

(Note: This form is only for the review of courses that are not accredited by: a regional accreditor or the US Department of Education)

STUDENT: _____ STUDENT ID: _____ College/School and major: _____ DATE: _____

Last First

PROGRAM: _____

PROGRAM DIRECTOR: _____

(For day division undergraduate students, use one form for each program's review)

Transferring Institution: _____
College or University
City
State or Country

COURSES FROM INSTITUTION ABOVE				PHILADELPHIA UNIVERSITY EQUIVALENCY							
Semester/ Year	Course Number	Course Name	Credit Hours	Recommendation (Circle One)			Course Number	Course Name or Program if Elective Credit	Credit Hours	Method of Review	Program Director or Faculty Reviewer
				No	Yes						
				0	1	2					
				0	1	2					
				0	1	2					
				0	1	2					
				0	1	2					

0 = I do not recommend that this course be validated for credit
 1 = This course will transfer as elective credit
 2 = This course is validated as equivalent to the course indicated

Method of Review (attach documentation):

- Design portfolio
- Challenge exam (1 credit fee)
- Syllabus (or equivalent) review combined with either:
oral interview with student or student course work
- Project review

APPROVED: _____ DATE: _____

Program Director or Designated Faculty Reviewer Validating Credit

Revised July 16, 2015

Instructions

Validation of Credit forms are used when:

1. The transfer course does not automatically transfer to Philadelphia University and needs to be evaluated by the Philadelphia University program that offers the same or similar type of course.
2. The transfer course should be made directly equivalent to a Philadelphia University course.

With review students may receive credit for courses that are from non-regionally accredited institutions and/or not accredited by the US Department of Education.

Validation of credit involves one of the following methods of review by either the program director or designated faculty:

- Design portfolio
- Challenge exam (1 credit fee)
- Syllabus (*or equivalent information comprised of course content, contact hours, learning outcomes, agency, location and date) review combined with either: oral interview with student or student work from the course
- Project review

Criteria for receiving credit for a course:

- College level standard
- Program level standard
- Learning outcomes relevant to program and/or university
- To receive elective credit, the course should not replicate content or learning outcomes of a program required course

International Credit - The following methods are used to validate the awarding of credit for international students who have completed work at the postsecondary level:

- Credit is granted based upon recommendations, primarily the World Education Services of American Association of Collegiate Registrars and Admissions Officers.
 - Students can request a Credential Evaluation Service report if the service is a member of the National Association of Credential Evaluation Services (<http://naces.org/members.html>).
 - Validation will be at the discretion of the credit-granting program. These evaluations may be done on a course-by-course basis through examinations of the methods listed above.
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Validation Request Procedures for day division undergraduate students

1. At the point of transfer credit evaluation, an admitted Philadelphia University student may ask Admissions or the Academic Success Center whether they have non-transferable courses that can be validated.
 2. Admissions or the Academic Success Center will complete validation forms only for courses that may apply towards degree requirements.
 3. Admissions or the Academic Success Center will transmit the validation form with corresponding documents to the appropriate program director office or designated faculty reviewer for review and signature.
 4. Program Director will sign (if approving validation is requested) and send form to Admissions and the Academic Success Center.
 5. Admissions and the Academic Success Center will forward all documentation, approved or not, to the Registrar's Office to be kept in the student's file.
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Validation Request Procedures for undergraduate students in the School of Continuing and Professional Studies

1. At the point of transfer credit evaluation, an admitted Philadelphia University student may ask the Director of Academic Services whether they have non-transferable courses that can be validated.
2. The Director of Academic Services will complete validation forms only for courses that may apply towards degree requirements.
3. The Director of Academic Services will transmit the validation form with corresponding documents to the appropriate reviewer, if necessary, for review and signature.
4. The Director of Academic Services will sign (if approving validation is requested).
5. The Director of Academic Services will forward all documentation, approved or not, to the Registrar's Office to be kept in the student's file.