



Procedures for Accepting Academic Work from Non-Regionally Accredited Institutions

The acceptance of work from a non-regionally accredited institution will apply only to applied degree programs (which include the AAB, AAS, and ATS degrees). Student petitions for review of this course work will be on an individual basis, allowing for consideration of each student's knowledge base, recent use of course knowledge in the work place, and supporting course work from educational experiences.

All course work that is presented by Edison State students for review will be evaluated in the following way:

1. Transcripts are received in Enrollment Services by an institution that is not regionally accredited. A letter is sent to the student confirming receipt of the document. Procedures for accepting academic credit from non-regionally accredited institutions are also included in the letter.
2. For the course work to be evaluated, the student should compile documentation that demonstrates that the learning outcomes for that particular course be met. This documentation should include:
 - Name and contact information for the student
 - Edison State Syllabus
 - Transfer course syllabus, catalog course description
 - Name, author and publisher of any texts used
 - Copies of coursework for the course, including papers, project, tests, and study guides that demonstrate the academic rigor and depth of the course.
3. The student should submit this documentation, in one packet, to the college Registrar.
4. The registrar will distribute the packet to the Dean of the department for review. The Dean may contact the student for additional documentation if necessary.
5. After consultation with the faculty members in the department, the Dean will have the final decision concerning transferability of credit.
6. The final evaluation will be completed, signed, and forwarded to the Registration and Records. A copy of the completed evaluation will be sent to the student.