



Davenport University Policy and Process for Reviewing and Awarding Credit for Non-Collegiate Training

Davenport University (DU) recognizes the value of learning acquired through non-collegiate training programs and awards academic credit for such experiences, provided they meet university standards and align with institutional goals for academic rigor and student success. DU's policy is informed by the American Council on Education's [\(ACE\) Learning Evaluations Review Eligibility Checklist](#).

1. Eligibility Criteria:

- The training program provider must demonstrate alignment with Davenport University's academic and professional standards.
- Providers must have been operational for at least two years and maintain a certified history of offering structured, measurable learning experiences.
- The program must include:
 - Clearly defined learning objectives and outcomes.
 - Assessments with well-defined grading thresholds for passing.
 - Qualified instructors or instructional designers.

2. Credit Application:

- Credits awarded may apply to specific degree programs as major credits, open electives, or course substitutions, as determined by the relevant Department Chairperson or Registrar.
- Articulated credit must align with course descriptions in the university catalog and course learning outcomes.

3. Recordkeeping and Documentation:

- Training providers must supply official documentation, such as certificates of completion, transcripts, or other evidence of student achievement.
- Students seeking credit must complete and submit the Davenport University Articulated Credit Submission Form.

4. Limitations:

- Not all non-collegiate training is eligible for credit. Programs must meet the standards outlined in this policy.
- Credit awarded for non-collegiate training is subject to DU's residency requirements and academic policies.

Process for Reviewing and Awarding Credit

1. Application Submission:

- Students submit the following to the DU Office of the Registrar:
 - A completed Davenport University Articulated Credit Submission Form.
 - Proof of program completion (certificate, transcript, or other official documentation from the training provider) as verified by provider.

2. Initial Review:

- The Office of the Registrar evaluates the submitted documentation for completeness and eligibility.

3. Academic Review:

- The relevant Department Chairperson or Registrar assesses the non-collegiate training program's curriculum and alignment with DU course description and course learning outcomes.
- Programs without pre-existing articulation agreements are reviewed for program eligibility by the relevant Department Chairperson or Registrar.

4. Approval and Awarding of Credit:

- Upon approval, the Registrar's Office records the awarded credit on the student's academic transcript.
- Students receive notification of the decision and any further steps.

Contact Information

For inquiries and submission of materials, contact:

Office of the Registrar
Davenport University
6191 Kraft Avenue, SE
Grand Rapids, MI 49512
Toll-Free: 1-866-925-3884
Fax: 616-732-1150
Email: Central.Registrar@Davenport.edu



**Davenport University
Articulated Credit
Course Submission Form**

Student Name: _____

City: _____

State: _____ Zip code: _____

Date of Birth: Month: _____ Day: _____ Year: _____

High School: _____

City: _____ State: _____

E-mail address: _____

Are you a currently enrolled or past Davenport Student? Yes No

Student ID #: _____

Name of Corporate Course	Course dates	DU course number per Articulation Agreement
Example: LAUP ¡Más Adelante! Youth Program	9/2024-4/2025	TBD: 3 credit hours

Return completed form and proof of completion (certificate, transcript, or other official document from the leadership of the ¡Más Adelante Program) to:

Office of the Registrar
Davenport University
6191 Kraft Avenue, SE
Grand Rapids, MI 49512
Toll-Free: 1-866-925-3884
Fax: 616-732-1150
Email: Central.Registrar@davenport.edu