eSpecial Credit- Administrator Initiated

Overview

Academic departments authorize the awarding of special credit based on other kinds of credentials such as life experience, work, and departmental assessment tests. This process will allow an administrator to initiate an electronic request instead of using the paper form. The eSpecial Credit (eSPC) document is routed electronically to the users who are required to approve the document, which could include the student if there are fees associated with the request.

- eSPC is available through One.IU for use at any time during the semester. The task in One.IU is labeled eSpecial Credit (Administrative).
- "Nodes" of approval are set at each campus. Note: If you are part of the route path for the document you initiated, you may be skipped due to the fact that you initiated the document (this setup varies by campus).
  1. Dean Authority (Dean of School authorizing the credit)
  2. Bursar (Bursar Office at the institution where the credit is being awarded)
  3. Student (Only if there are fees associated with the request. If the request does not include fees, the student node will be skipped.)
  4. Registrar (Registrar Office at the institution where the credit is being awarded)
  5. Bursar Notification
  6. Once all approvals are secured, SIS will be automatically updated.

- Once the document is submitted, the student will receive an email notification that the request was made.
- Multiple courses can be added to a single request; however each course is assigned a unique document ID.
- Once the document is approved and the other credit is posted in SIS:
  o Email confirmation will be sent to the initiator and to the University email address of the student.
  o The credits can be viewed on the student’s transcript for the term specified.
  o The fees are posted to the student’s bursar account for the term specified (if applicable).

Steps

Administrator Initiates an eSpecial Credit Request

1. Log into one.iu.edu.
2. In the Search bar, type "special credit" and press ENTER.
3. Click on the eSpecial Credit (Administrative) task.
4. Enter the **Student's University ID (or Network ID)** or use the lookup to search by name.

**NOTE:** Users may use the lookup to search for a student using the student’s primary or preferred name. The search results will display the student’s preferred name and are sorted in alphabetical order based on the preferred name.

5. Click **Search**.

6. Select the appropriate term from the **Term** drop-down menu.
   - The drop down menu contains the current and future terms for which the student is term activated. If no terms are available, you can click **Show past terms**. If this does not add additional terms, contact the Office of the Registrar.
7. The student’s institution, career, program and plan associated with the selected term are returned. If multiple programs exist, use the radio button to select the appropriate program.

8. Select the **Authorizing School** awarding the credit.

**NOTE:** The selection made for **Authorizing School** determines where the document routes for approval at the Dean node.

9. Enter the **Course ID** or use the lookup to search by subject and/or catalog number. Only courses with an active offering in the course catalog for the institution awarding the credit that also have the “Allow Course to be Scheduled” box selected will be returned. Courses unavailable for special credit will return the message “Course XXXXX is not available to award special credit. Please verify your search term and try again or use the lookup to find a course by subject or catalog #.”
10. Once a course has been selected, the Credit Type and Grade fields will display.

11. Select the appropriate Credit Type.

- **Crse Eval** - Students who are enrolled in programs that allow students to earn credit through the successful completion of a higher-level course in a multi-course sequence, therefore validating that the student has mastery of the content and subject matter of the lower-level course, may be awarded Course Credit. The approval of Course Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

- **Credential** - Students who are enrolled in programs that allow credit based on an earned credential may be awarded credential credit. This could include students who have an EMT license or a teaching license or other similar credential. The approval of Credential Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

- **Life Eval** - Students who are enrolled in programs that award credit for verifiable life/work experience in degree requirement areas may be awarded Life Credit. The approval of Life Credit and the number of credit hours awarded is at the discretion of the academic unit or department.
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- **Other** - Students who are enrolled in programs that allow students to earn credit through demonstrated prior learning experiences in degree requirement areas may be awarded Special Credit. This category should typically be used when neither Life Eval, Test Eval, Crse Eval, nor Credential credit is appropriate but there is an assessment that special credit should be awarded. The approval of Special Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

- **Test Eval** - Students who are enrolled in programs that allow students to demonstrate competencies in subject areas through the completion of a test or equivalent learning assessment may be awarded Test Credit. The approval of Test Credit and the number of credit hours awarded is at the discretion of the academic unit or department.

12. Select the appropriate **Grade**. The SPC grade basis is used. It contains the grades of ‘A’ and ‘S.’ ‘A’ grades will be included in the GPA.

13. If the course allows variable units in the course catalog, select the appropriate **Units**. If not, proceed to the next step.

14. If necessary, add a **Note** to the document. The note will be viewable to all approvers including the student.

**NOTE:** If the request was for a past term, a note should be added to each course that includes justification for awarding credit to a prior term.

15. To add another course to the request repeat steps 9 through 14. Each course added to the request will be assigned a unique document ID.

**NOTE:** All courses added to a single request will be routed to the selected authorizing school.

16. Click **Submit** to finalize the request. The request will then create document IDs for each course and route to the nodes specified at your campus.

17. Once the request has been submitted, the confirmation page is displayed containing the document IDs which can be used for tracking in workflow. An email notification is sent to the University email address of the student confirming the request was submitted.

18. To submit another request click **Create Another Request**. If you are finished, close the browser window.

**Check Status of eDoc**

1. To check the status of an eDoc in One.IU, go to one.iu.edu and in the **Search** box, type “document search” and press **ENTER**.

2. Click the **Document Search (Kuali Rice)** task.
The Document Search page will display.

3. Enter the **Document ID** and click search to view the document and route path. For more detailed information, see the *Approver eSpecial Credit* job aid.

**Other Information**

- Administrators must be in the SR E Initiator 2 SPC role in SIS in order to submit eSpecial Credit requests. Contact the Data Manager on your campus to inquire about receiving this access.
- The operator ID, creation date, and comment text are stored.
- The final approval state is stored even though it is not displayed.
- Students who need to take action on their documents are re-notified after seven days. Students can also be manually re-notified by any previous approver or superuser using the **Re-notify Student** button at the bottom of the document.
- Documents not fully approved within 120 days of initiation will be cancelled automatically. Email notifications are not sent when the document is cancelled automatically.