

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

4.5

CAMPUS:	Marshall	Page 1 of 3
TITLE:	Experiential Credit Assignment	
OFFICE OF RESPONSIBILITY:	Student Services	
APPROVED BY:		
TITLE:	President	Date: May 6, 2002

STATUS: Replaces Policy & Procedure 4.5 "Experiential Credit Assignment"
Approved: 5/26/92
Revised: 09/23/96
Revised: 12/1 1/00
Revised: 05/06/02 for TSTC Marshall

PRACTICE:

It is the practice of Texas State Technical College Marshall that experiential learning may be accepted as a substitution for course work required for a certificate or degree. In addition, no more than 25% of a student's required courses for graduation may be awarded based upon experiential learning.

Any exception to this rule must be reviewed and approved by memorandum from Program Chair and the Dean of Student Learning. This process must be initiated during the student's first term of enrollment.

PERTINENT INFORMATION:

Provision for the awarding of college credit for experiential learning can be found in the most recent edition of the SACS Criteria for Accreditation Manual.

GLOSSARY OF TERMS:

Experiential Learning: A documented circumstance or situation which affords an individual knowledge, skill, or practice derived from direct observation of or participation in events other than formal classroom or laboratory activities.

PROCEDURES:

- A. The request for the assignment of credit based upon experiential learning is made by the student and submitted to the department chair during the first term of enrollment.
- B. The chairperson will review the documentation that is submitted to corroborate experiential learning and determine its appropriateness to the student's field of study. The chairperson will also determine what courses, if any, the experiential learning will replace and submit the recommendations to the Admissions and Records Office.
- C. Any course outside the student's major will be approved by qualified faculty before it is used in the student's degree plan.
- D. The chairperson will prepare and submit a request for the assignment of credit for experiential learning on the approved transfer credit form along with a memorandum which identifies the following items:
 1. A narrative which clearly and concisely explains the correlation between the life experience and the replaced course work.
 2. Type of employer or agency (government, private, industry, education, etc.).
 3. The specific type of experience (i.e., mechanic, surveyor).
 4. The length of the experience.
 5. A written statement from the company or agency attesting to accuracy of this information signed by the appropriate authority for the employer (personnel director, supervisor, administrative officer, etc.)
 6. Demonstrated ability to Program Chair/faculty member that student passes requisite skills listed in course syllabi.
- E. All documentation submitted as support for the assignment of credit for experiential learning becomes a part of the student's permanent record and will not be returned.

- F. Upon receipt of the chairperson's memorandum and supporting documentation, the Admissions and Records Office will assign experiential learning credit based upon the chairperson's recommendations. The credit will appear on the student's transcript as "life experience" with the grade of "CR" and the recommended number of credits reported as semester hour units.