

**POLICIES AND PROCEDURES
OUACHITA TECHNICAL COLLEGE**

SUBJECT AREA: Academic Policies and Procedures

POLICY/PROCEDURE: Credit for Experience

DATE: March 1, 1993

NUMBER: 4.50

REVISION(s): 12/19/94

Purpose

Awarding credit for work experience permits students to gain recognition for skills they already possess.

Policy

Students who feel they have mastered the content of any course through actual on-the-job experience may petition for credit for such experience. However, it should be noted that in some programs the State of Arkansas licensing or regulating agencies do not permit credit by work experience.

Procedures

Before credit for work experience may be granted, a student must be formally admitted to a program of study. The College must have on file the student's application, high school transcript, and any college transcripts.

Credit for work experience will not be entered on the grade record until the student has successfully completed a minimum of nine credit hours in a major program of study.

Students who desire credit for work experience should first discuss the matter with their advisor who will make a preliminary recommendation. If the faculty member feels there has been sufficient work experience to consider granting credit, the student must complete a Credit for Work Experience form and should present documented proof from all employers where the experience was obtained. Faculty may also administer an examination (either oral, written, and/or mechanical) to assess the student's skill and knowledge. Such a test would not be as extensive as a credit-by-examination test.

The College will review veteran's credentials for possible credit for prior training or experience.

After completion of the examination and acceptance of the employer's verification of work experience, faculty and other representatives make a recommendation to the Provost. The student is then notified of the results.

AUTHENTICATION (Signature):

COPP

President

12/19/94
(Date)

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