

Orangeburg-Calhoun Technical College

Statement of Procedure

Title: Credit for Non-Academic Work of Non Traditional Students

Number: 4.033.01

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Department of
Responsibility: Admissions

Authorization:

President

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Orangeburg-Calhoun Technical College (OCtech) classifies non-traditional students as those who are age 20 and over or those who enroll within two or more years after high school graduation. Non-traditional students may receive course credit upon application to the College based on qualifications in any or all of the following four categories:

1. **Military Training Credit**

OCtech awards exemption credit to applicants who have completed specialized military occupational training as a member of the Service Members Opportunity Colleges.

The coursework must be applicable to the student's academic curriculum and the training must closely parallel coursework offered by OCtech. Exemption credit is awarded based on the guidelines established by the American Council of Education Guide to the Evaluation of Educational Experiences in the Armed Services.

The College Registrar reviews appropriate military documentation and upon conferral with the appropriate academic Program Coordinator award applicable credit to the student. Credit for military experience is listed as awarded credit on the student transcript.

2. **Credit by Exemption Exam**

Exemption Exam Policy – Course exemption exams are given each semester during the add/drop period only.

The cost of the exam will be the actual credit-hour cost of the course.

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Students must adhere to the following guidelines:

- (1) The student must apply in writing for the examination no later than the end of the regular registration period. This does not include the late registration period at the College.
 - a. The application is to be addressed to the Academic Dean of the Division in which the course is offered.
 - b. The application must present, either by content or reference, sufficient evidence to clearly indicate that the applicant has previously received training or taken work which is closely equivalent to that given at OCtech in the particular course for which an exemption is requested, and upon which an examination could be warranted.
- (2) The request for an examination must be approved by the Program Coordinator in which the course is taught, and the Academic Dean in which the course is offered.
- (3) A grade of "C" or better on the examination will entitle the examinee to receive full credit for "hours taken," "hours earned" and grade points, as well as a grade for the course equaling the examination grade.
- (4) If the examination is passed successfully, the faculty member administering the examination will submit a grade on Self-Service for the course registered for and exempted:
 - a. Student's name
 - b. Course title and number
 - c. The letter grade for the course
 - d. Credit hours
- (5) An exemption examination may not be requested for a course previously taken at OCtech.

Students must adhere to the following procedures when requesting an exemption exam:

- (1) The student must register and pay for the course.
- (2) The student must apply in writing to the Academic Dean of the course for which the exemption exam is requested.
- (3) The appropriate Academic Dean must receive the application by the end of the registration period. The application must present, either by content or reference, sufficient evidence to clearly indicate that the applicant has previously received training or taken work which is closely equivalent to that given at OCtech in the particular course for which the exemption exam is requested.

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- (4) The request for an exemption exam must be approved by the Program Coordinator and Academic Dean for which the course is offered.
- (5) A grade of "C" or higher on the examination will entitle the examinee to receive full credit for the course. The grade will be tabulated into the student's grade point average.
- (6) If the examination is passed successfully, the faculty member administering the exam will assign a grade on their Self-Service Grade Roster.
- (7) If the student fails to pass the exam with a grade of "C" or better, he/she will remain in the course for the duration of the semester and the faculty member will assign an appropriate grade in Self-Service at the end of the semester based on the student's performance in the course for the entire period.

Credit for courses by exemption exam will be listed on the student transcript with the appropriate letter grade earned on the exam, provided the student earned a grade of "C" or better. Registration and grade will be put on transcript.

3. CLEP

Non-traditional students may receive exemption credit for successful completion of subject area CLEP examinations. CLEP credit is awarded for courses that parallel those taught at OCtech. Credit is award based on recommended minimum subject exam scores as outlined in the College Level Examination Program Technical Manual.

CLEP scores are reviewed by the college Registrar and upon conferral with the appropriate academic Academic Dean awards credit for applicable coursework. Awarded credits are listed on the student's transcript for coursework earned by CLEP exam.

4. Experiential Learning Credit

For selected courses, OCtech may award credit for properly documented experiential learning that demonstrates mastery of OCtech course objectives. No more than 25% of program completion requirements may be comprised of experiential learning credit. Students should direct inquiries regarding credit for experiential learning to the appropriate Program Coordinator or Academic Dean.

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PURPOSE: To provide students of OCtech the opportunity to receive credit based on experiential learning.

1. ELIGIBILITY

Students who seek advanced standing from the College must be at least 20 years old with a minimum of two years applicable experience, and currently enrolled in a program of study at the College leading to an associate degree, diploma, or certificate.

2. ADVANCED STANDING INITIATED

Upon request by a student for the awarding of advanced standing credits through documentation of experiential learning, the Program Coordinator will:

- a. Determine that the student meets the "Eligibility" criteria.
- b. Assist the student in selecting a specific course within the student's curriculum that best matches the student's experience.
- c. Provide the student with the Experiential Learning application form and explain the specific documentation which must be satisfactorily completed by the student in order to receive credit.

3. REQUIRED DOCUMENTATION

The student must provide the following documentation in support of the experiential Learning application:

- a. A copy of the curriculum description sheet with the applicable course designated.
- b. A copy of the catalog page wherein the course description is contained.
- c. A four to five page double-spaced written description of the student's experience. Each aspect of the course description must be specifically addressed within the written description.
- d. Written documentation of the experience either through employment records, including a letter from the student's supervisor; certificates of completion, including employment training seminars, etc.; military records; or any legitimate source of documentation as may be verified and accepted by the Program Coordinator.
- e. Completed Experiential Learning application form.

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4. SUBMISSION

The required documentation must be submitted to the Program Coordinator in a bound format for ease of review and to ensure that no pages will be lost. It is suggested that each page be placed in a transparent sheet protector and then all pages may be placed in a three-ring binder.

5. APPROVAL PROCESS

- a. The Program Coordinator will sign off on the student's application agreeing to the applicability of the student's experience.
- b. The Academic Dean will then review the complete documentation and application and, if appropriate, will sign the application form.
- c. The complete bound packet will then be sent to the Vice President of Academic Affairs for final approval of the student's application.
- d. The complete application form will then be sent to the Vice President for Student Services or Registrar for credit to be awarded.
- e. The bound packet will be returned to the student via the Program Coordinator.

6. CREDIT

No more than 25% of the student's curriculum requirements may be satisfied through experiential learning. Any credit earned may not be transferable to another institution.

Since OCtech operates as an open-door admissions college, the approval or rejection of advanced standing has no effect on the decision to admit an applicant. Applicants and students may not earn through examinations more than 60 percent of the required coursework in their curriculum of study. Students must complete at least 25% of coursework at OCtech prior to graduation.