

HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 8.5.3.1
Related Policy: 8.5.3
Title: Experiential Exemption Credit
Responsibility: Registrar

Original Approval Date: 08-01-1994
Last Cabinet Review: 02-21-2018
Last Revision: 02-21-2018

President

To clarify the procedure, Experiential Credit is defined as credit obtained based on documentation verifying professional licensure, certification and/or experience which equates to an HGTC course. Exemption Credit is defined as credit obtained based on courses approved through an articulation agreement where the courses are not taught at HGTC, but the credit earned is approved through non regional accreditation. In this case, the course work is exempt.

Any student requesting experiential credit must do so in writing to the Department Chair with responsibility over the specific courses for which the student is requesting to receive credit. Such requests will not be considered when the student has previously taken the course for credit or audit or when the student has received any grade including an "I", "F", "W" or "WF." The Department chair will review the student's request for experiential credit based on experience on a case-by-case basis. If the Department Chair approves the request he/she must submit the completed Experiential/Exemption Credit Approval Form to the Registrar's Office for data entry.

Experiential/Exemption Credit Approval Form must include supporting documents, such as proof of licensure, to ensure the credit obtained has the proper certification. No request for experiential exemption credit can be reviewed and/or granted without the submission of all required forms and documentation. Once the form has been received by the Registrar with the required attachments and approvals by Department Chair, Academic Dean and Vice President for Academic Affairs, the student will be awarded the course credit and all documentation will be placed in the student's file.

A. Experiential Credit evidence may include:

1. Appropriate licensure or certifications;

2. Letter from employer and/or public service experience supervisor, detailing the experience being used for experiential of a course including the type, level and length of the experience.
 3. Where practical knowledge is evident but theoretical knowledge may be questioned, the Department Chair (based upon the evidence presented to justify the experiential credit and/or the course for which the experiential credit is requested) may require the student to take a proficiency exam as per Policy 8.5.4.
- B. Written rationale for accepting the experience in place of the actual course. The Department Chair must explain in the rationale how the student's experience demonstrates the required competencies and outcomes stated in the course package have been mastered by the student.
- C. The Registrar will ensure:
1. The exempted or experiential credit is documented on the student's permanent record
 2. Supporting documents used are scanned and included in the student's permanent record.