

## 1. PURPOSE

The purpose of this policy is to establish guidelines for the awarding of academic credit for work experience.

## 2. PROCEDURE

- 2.01 Whenever reasonable, students requesting credit for work experience will be given an appropriate examination relative to the course learning objectives. The test may be written, oral performance, or a combination thereof.
- 2.02 Academic credit for work experience shall be awarded only upon evidence that the work experience provided equivalent student learning outcomes as compared to the designated academic credits.
- 2.03 All requests for granting academic credit for work experience will originate at the department/school level and must contain a thorough description of the work experience as it relates to the student learning outcomes for each proposed course credit. The department/school chair will forward the departmental recommendation to the college dean for approval who will review the recommendation and forward it with his/her recommendation to the Provost and Vice President for Academic Affairs. The final decision for approval will rest with the Provost and Vice President for Academic Affairs.

APPROVED:                     < signed >                      
Dana G. Hoyt, President

DATED:                     1/29/18

### **CERTIFICATION STATEMENT**

This academic policy statement (APS) has been approved by the reviewer(s) listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: September 9, 1986  
Reviewer(s): Council of Academic Deans  
Faculty Senate  
Academic Affairs Council

Review Cycle: Five years\*  
Review Date: Spring 2022

Approved: \_\_\_\_\_ < signed > \_\_\_\_\_  
Richard Eglsaer  
Provost and Vice President  
for Academic Affairs

Date: \_\_\_\_\_ 1/29/18

\*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.