

## UNDERGRADUATE CREDIT FOR NON-TRADITIONAL EDUCATIONS

Sam Houston State University has programs in the Technology Department by which students may be granted University credit for knowledge and competencies gained through non-traditional methods. After evaluative evidence has proved a student's non-traditional educational experiences to have met required criteria, the student may receive credit for approved work experiences, military courses, in-service training, and technical education.

The following are policies related to the granting of undergraduate credit for non-traditional education in the Technology Department.

1. A person must be a regularly enrolled student in order to have his or her work experiences and in-service training evaluated for possible credit.
2. In all cases, an evaluation will be made to determine if a student's knowledge and competencies warrant the granting of University credit.
3. Non-traditional credit will be shown on the official records by the grade of "CR".
4. All credit earned by non-traditional methods will be accepted by Sam Houston State University. Applicability of these non-traditional credits toward a degree will be determined by the student's academic Dean.
5. Not more than one-half of the semester hours of credit require for an undergraduate degree major may be fulfilled through an accumulation of credits from all categories of testing, correspondence, extension work, and non-traditional credits.

### Work Experience Credit

University credit is granted for work experience, based on the philosophy that if a student has gained the knowledge and levels of performances ordinarily required of a student in the traditional course, the student will be granted credit for that course. However, in case of military work experience, the ACE Guide will be used to determine credit to be granted. (Note: Air Force requests will be handled on an individual basis.) In order to apply for credit based upon educational competencies gained through work experience, the student must submit his or her application to the designated faculty member of the Technology Department, complete with work history and the required verified and notarized statements from the employer(s) concerning job skills and proficiencies. The faculty member will then review the application and necessary supportive materials and forward them to the Dean of the College of Education and Applied Sciences for evaluation and direct student assessment. The department's recommendations, with the approval of the Dean, will then be forwarded to the registrar for credit and recording. The student will be notified by the Registrar's office of the credits awarded.

### In-Service Training Credit

The program does not apply to military and collegiate in-service training programs.

A student desiring to receive credit for educational experiences gained through in-service training, institutes, workshops and similar programs, of governmental agencies or private business and industry may have his or her experience evaluated. The experiences must be equal in length of duration to the lecture and/or for which the student is desiring credit. Proper forms should be obtained from the appropriate department.

The completed application must be returned to the Technology Department and the student must have a letter of verification from the person who was in charge of the educational experience sent directly to the department with the following information provided:

1. Complete title of educational experience
2. Course objective
3. Course content
4. Total number of laboratory contact hours
5. Total number of lecture-discussion hours
6. Qualifications of instructors

The department will review the application and verification letter and forward them to the Dean of the College of Education and Applied Science for evaluation and direct student assessment. The Department's recommendation with the approval of the Dean, will then be submitted to the Registrar for credit recording. The student will be notified by the Registrar's office of the credits awarded.

### Military Service Credit

Credit for military service experience will be granted in accordance with the American Council on Education's Guide (ACE). All applicants must submit his/her complete military records. These records must include the DD-214 record and all performance reports completed in the requested technical area of competency. All diplomas, certificates and other credentials must be submitted with the DD-214 record form.

### Military Training Course Credit

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Maximum of 27 Credits

Industry - 1 Credit for each 1.5 yrs of verified work experience  
Teaching - 1 Credit for each year taught.