

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 possible, students requesting credit for work experience will be given an appropriate examination relative to the work experience. The test may be written, oral performance, or a combination thereof.
- 2.02 All requests for granting academic credit for work experience will originate at the department/school level. 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.
- 2.03 The total credit hours given for work experience will be minimal in their relationship to the total hours required for a degree.

APPROVED: _____ /signed/
James F. Gaertner, President

DATED: _____ 07/06/10

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listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.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	Review Cycle:	September 1, ONY*
Reviewer(s):	Council of Academic Deans Academic Policy Council	Review Date:	September 1, 2013

Approved: _____ /signed/	Date: _____
David E. Payne Provost and Vice President for Academic Affairs	07/06/10

***ONY = Odd Numbered Year**