

**TECHNICAL COLLEGE OF THE LOWCOUNTRY**

**PROCEDURE**

**PROCEDURE NUMBER: 4-1-401.5**

**PAGE: 1 OF 4**

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**PROCEDURE TITLE: EXPERIENTIAL CREDIT**

**BASED ON POLICY: 3-1-318**

**REVISION NUMBER: 3**

**OFFICE OF RESPONSIBILITY: STUDENT AFFAIRS**

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**PRESIDENT**

**August 1, 2015**  
**DATE**

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**PURPOSE**

The purpose of this procedure is to provide general guidelines for evaluating and awarding college credit for experiential learning and professional certificates, as well as formal courses and examinations taken outside of the traditional classroom, that is consistent with the College mission and to ensure that course work and learning outcomes are at the collegiate level, with the appropriate academic quality, and comparable to the applicable degree, diploma, or certificate program at the Technical College of the Lowcountry (TCL).

**PROCEDURE**

- I. Introduction
  - A. Any applicant for experiential credit must be a student currently enrolled in a degree, diploma, or certificate program.
  - B. Students must complete a minimum of 25 percent of the credit hours required for a degree, diploma, or certificate program at TCL. This minimum does not include credits granted from experiential learning, credit by examination, advanced placement, or transfer. This requirement must be met by course work taken at the College.
  - C. Work experience and/or training presented for experiential credit must be approved by the appropriate academic advisor and Division Dean. (This

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 4-1-401.5

**PAGE:** 2 OF 4

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restriction is not required. Under the new Gen Tech associate degree any military, experiential, or examination related credit can be used. The college (DEAN) is responsible for assuring it is college-level.)

- D. Experiential credit is indicated on the transcript with grade of "E" and does not affect the student's grade point average.
- E. Credit may not be awarded more than once for the same body of learning.
- F. Where applicable, fees must be paid prior to the credit being entered on the student's official college record.

### II. Evaluation of Educational Experiences in the Armed Services

A. TCL recognizes the American Council on Education's (ACE) Military Guide for credit recommendations for formal courses and occupations offered by all branches of the military.

1. Students may submit their Service Transcripts to the Admissions Manager or they may authorize the Admissions Manager to obtain a copy of their Service Transcripts. To avoid the potential to register for a course for which experiential credit could be granted, students should submit their service transcripts as early as possible in the application process. The Admissions Manager will forward the Service Transcripts to the Division Deans.
2. Division Deans are responsible for reviewing Service Transcripts to determine credits applicable to the student's declared program of study.
3. Following review by the Division Dean, Student Records will enter the approved credits on the student's official record. A copy of the Service Transcript and the results of the credit recommendation is kept in the student's record.
4. Students will be notified of the completion of the evaluation process.
5. There is no fee for the evaluation of Service Transcripts.

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 4-1-401.5

**PAGE:** 3 OF 4

---

### III. Experiential Evaluation

- A. Students wishing to receive credit for work experience, completion of a South Carolina apprenticeship program, work completed at proprietary schools, or other non-traditional learning experiences may submit a portfolio of documentation substantiating their learning. The portfolio process is utilized when the student's learning was derived from experiences not evaluated in the *American Council on Education's (ACE) National Guide to College Credit for Workforce Training*
- B. Students utilizing the portfolio process for awarding of experiential credit will be assessed an Experiential Evaluation fee. Graduates of TCL's PN program who are enrolled in the LPN to ADN advanced placement program are exempt from the Experiential Evaluation fee.
  - 1. Students should submit a completed portfolio including all relevant documentation to substantiate their learning to the appropriate Division Dean.
  - 2. The Division Dean will review the documentation, determine an appropriate assessment for any experiential learning, (e.g., by practical application, testing, or interviewing), and make a determination regarding the awarding of credit for equivalent TCL course work. The Division Dean will complete an Experiential Evaluation Form, attach it to the portfolio and forward it to Student Records.
  - 3. Upon payment of the Experiential Evaluation fee, Student Records will post the approved credits to the student's official record. The portfolio and documentation along with the Experiential Evaluation Form will be maintained in the student's records.

### IV. Evaluation of American Council on Education (ACE) Evaluated Experiential Learning

- A. TCL recognizes experiential learning that has been evaluated and recommended for awarding of credit by the American Council on Education in the *National Guide to College Credit for Workforce Training (ACE Guide)*.
  - 1. Students who have completed non-traditional courses or examinations recognized in the ACE Guide must submit an official transcript of the course(s) or examination(s).

# TECHNICAL COLLEGE OF THE LOWCOUNTRY

## PROCEDURE

**PROCEDURE NUMBER:** 4-1-401.5

**PAGE:** 4 OF 4

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2. Student Records will forward the ACE Guide credit recommendation for the course or examination presented by the student to the appropriate Division Dean for review and approval.
3. Following review by the Division Dean, Student Records will enter the approved credits on the student's official record. A copy of the official ACE transcript and the results of the credit recommendation is kept in the student's record.
4. Students will be notified of the completion of the evaluation process.
5. There is no fee for the evaluation of experiential learning that has been recommended for credit in the ACE Guide.