PURPOSE

The purpose of this procedure is to provide general guidelines for evaluating and awarding college credit for experiential learning and professional certificates 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 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 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. Any work, experience, or training presented for college credit must equate to courses listed in Catalog of Approved Courses (CAC) of the State Board for Technical and Comprehensive Education.
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. Fees must be paid prior to the credit being entered on the students’ official college record.

II. Military Students

A. Active duty service members may be required to take the ASSET/COMPASS Placement Test.

B. Portfolio Requirements

1. Active duty service members, Reservists, and National Guard members must submit to the Admissions Director a portfolio consisting of the following:
   a. Copy of Military Education page(s) from the Service Record book (page 8A).
   b. SMART Transcript.
   c. Completion Certificates for any course work to complement other records.
   d. Achievement, citation, and/or award narrations to complement other records.
   e. Training record data to complement other records.
   f. All other pertinent and verifiable documentation that aids the evaluation process.

2. Veterans and retirees may submit to the Admissions Director a portfolio consisting of:
   a. DD 214.
   b. SMART Transcript.
   c. All pertinent and verifiable documentation that aids the evaluation process.

C. Responsibilities

1. The Military student is responsible for:
   a. Completing the admissions process.
b. Providing portfolio documentation.
c. Verifying all documents provided in portfolio.
d. Paying all appropriate College fees.

2. The Military Coordinator is responsible for:
   a. Evaluating ACE GUIDE recommendations for credit and recommending credit for experiential learning for currently enrolled students including establishing equivalence to TCL courses.
   b. Guiding the student in the development of the portfolio.
   c. Assessing the documentation provided for experiential learning.
   d. Forwarding the portfolio to the academic advisor and coordinating the process for review of the portfolio with Division Deans, Academic Advisors, and Student Records.

3. The Academic Advisor is responsible for:
   a. Reviewing and approving/disapproving the portfolio within four (4) weeks of its delivery from the military coordinator.
   b. Recommending the decision on the awarding of credit and deciding on an appropriate assessment for any experiential learning (e.g., by practical application, testing, or interviewing).
   c. Preparing and monitoring the service member’s academic program of study.
   d. Signing the portfolio.
   e. Recommending graduation upon completion of the degree plan.

4. The Division Dean is responsible for:
   a. Reviewing and affirming the academic advisor’s decision regarding the portfolio.
   b. Returning the approved portfolio to the Registrar.
   c. Returning the portfolio to the Academic Advisor for follow-up with the student and the Military Coordinator if not approved.

5. Student Records is responsible for:
   a. Assessing student fees and coordinating payment with the Business Office.
   b. Entering approved credits on the student’s transcript.
   c. Distributing copies of the approved portfolio to the Division Dean and the Military Coordinator.
d. Providing a letter to the student upon completion of the transcription process detailing the exempted and/or equivalent course work and forwarding copies to the Academic Advisor and the Division Dean.

III. Students (Other than Military)

A. Responsibilities

1. The student is responsible for:
   a. Completing the admissions process.
   b. Providing portfolio documentation.
   c. Certifying all documents provided in the portfolio.
   d. Paying all appropriate College fees.

2. The Academic Advisor is responsible for:
   a. Evaluating documentation presented and recommending credit for experiential learning including establishing equivalence to TCL courses.
   b. Completing the portfolio review within four (4) weeks of its delivery.
   c. Recommending the decision on the awarding of credit and deciding on an appropriate assessment for any experiential learning (e.g. by practical application, testing, or interviewing).
   d. Preparing and signing an Experiential Credit Form to attach to the materials presented stating the decision made regarding credit for experiential learning.
   e. Monitoring the student’s academic program of study and recommending graduation upon completion of the degree plan.

3. The Division Dean is responsible for:
   a. Reviewing and affirming the academic advisor’s decision regarding the portfolio.
   b. Returning the approved portfolio to the Registrar.
   c. Returning the portfolio to the Academic Advisor for follow-up with the student if not approved.

4. The Registrar is responsible for coordinating the process to review and evaluate documentation with Division Deans, Academic Advisors, and the Student Records office.
5. Student Records is responsible for:
   a. Assessing student fees and coordinating payment with the Business Office.
   b. Entering approved credits on the student’s transcript.
   c. Providing a letter to the student upon completion of the transcription process detailing the exempted and/or equivalent course work and forwarding copies to the Academic Advisor and the Division Dean.

IV. Fees

   A. Credits derived from experiential learning will be assessed an administrative fee of $35.

   B. Fees must be paid to the Business Office prior to credits being entered on the student’s official college record.

   C. No charge will be assessed for credits earned from the evaluation of the SMART transcript or from TCL’s PN graduates enrolled in the LPN to ADN advanced placement program.