**OFFICIAL**

OCED Policy and Procedure 3.04 Awarding Undergraduate Academic Credit for

Issued: 6/82 Noncollegiate Sponsored Instruction

Review Cycle: Dec. 1, E3Y (25 paragraphs)

Review Date: 12/1/2012

Reviewer: Program Chair, Occupational Education

**PURPOSE**

1. The purpose of this policy and procedure is to establish guidelines for awarding undergraduate academic credit for work/life experience.

**DEFINITIONS**

1. Institutional Learning: Any learning documented with a transcript from a fully accredited institution which is recognized by a regional accrediting agency. Examples are Community College of the Air Force and the credit awarded through the "AARTS", "SMART", or Coast Guard.
2. Extrainstitutional Learning: Any learning experience that accrues to the student outside the sponsorship of an accredited institution.
3. Noncollegiate Sponsored Instruction: A form of extrainstitutional learning sponsored by nonaccredited associations, business, industry, or military to develop knowledge, skills, and/or values.

**POLICIES**

1. All students must successfully complete OCED 4350 prior to the evaluation of noncollegiate sponsored instruction.
2. Documentation (OCEDPPS 3.01 Attachment A and OCED PPS 3.04 Attachment A) for noncollegiate sponsored instruction will be maintained on file for five years from the time of graduation in the Occupational Education office.
3. A maximum of 30 semester hours of credit may be awarded to a student for noncollegiate sponsored instruction.
4. All applications (Attachment A) for noncollegiate sponsored instruction must be sworn and notarized.
5. In determining the appropriateness of noncollegiate sponsored instruction, the governing consideration should be the student's educational objectives and how well noncollegiate sponsored instruction is articulated with educational goals. Noncollegiate sponsored instruction must be related to the degree plans' occupational emphasis title. Additionally, documentation (see Documentation of Noncollegiate Sponsored Instruction) must indicate content mastery.
6. Students must have a 2.25 overall grade point average before entering OCED 4350 and a Texas State GPA of 2.25 if a former Texas State student. All exceptions must be approved by the Occupational Education Program Chair.
7. Credit awarded for noncollegiate sponsored instruction is applicable only to the Bachelor of Applied Arts and Sciences.
8. Noncollegiate sponsored instruction completed after the evaluation of the portfolio for extrainstitutional learning can be assessed when accompanied with proper documentation (see Documentation of Noncollegiate Sponsored Instruction).
9. Military occupational specialty (MOS) recommendations will not be utilized to award credit for noncollegiate sponsored instruction.
10. Transfer credit for noncollegiate sponsored instruction will not be applied towards the degree.

**DOCUMENTATION OF NONCOLLEGIATE SPONSORED INSTRUCTION**

1. Noncollegiate sponsored instruction must be documented with the following: Application for Noncollegiate Sponsored Instruction (Attachment A), record of individual training (sworn and notarized) or course completion certificates, course syllabi, and competency statements (Attachment B).

**EVALUATION OF NONCOLLEGIATE SPONSORED INSTRUCTION**

**WITH ESTABLISHED CREDIT EQUIVALENCIES**

1. Competency statements for each noncollegiate experience will be reviewed and evaluated using OCEDPPS 3.01 Attachment B.
2. Short noncollegiate experiences that have compatible content may be clustered.
3. A Worksheet for Awarding Noncollegiate Sponsored Instruction (Attachment C) will be completed for each noncollegiate experience. The amount of credit and percentage of upper division hours will be circled. Lastly, the course title and the number of advanced and lower division hours will be specified.
4. The Dictionary of Occupational Titles (D.O.T.) will be used to identify which occupational cluster (first digit code) is related to the noncollegiate sponsored instruction. If work/life experience credit has been awarded, noncollegiate experiences must be related and use the same D.O.T. number. If work/life experience has not been awarded, a DOT number compatible with the noncollegiate experiences will be identified. The following transcript abbreviations should be used from the first digit code titles.

First Digit Transcript

Code Number First Digit Code Titles Abbreviations

0-1 Professional, Technical, & Managerial PTM

Occupations

2 Clerical and Sales Occupations CS

3 Service Occupations SER

4 Agricultural, Fishery, Forestry, FO

and Related Occupations

5 Processing Occupations PO

6 Machine Trades Occupations MT

7 Bench Work Occupations BW

8 Structural Work Occupations SW

9 Miscellaneous Occupations MO

1. The first digit occupational code becomes the course prefix and the course title should come from the credit recommendation section in the Guide. The following is an example of a transcript entry for noncollegiate sponsored instruction. Abbreviations should be used for the first digit code titles.

From Noncollegiate Sponsored Instruction (1982):

First Digit Code Course Title from the Guide

MT Elna Turbine Engine Maintenance & Repair 2 CR

1. The appropriate transcript designation will be written on the Application for Noncollegiate Sponsored Instruction (Attachment A).

**APPROVAL AND TRANSCRIPTING OF NONCOLLEGIATE SPONSORED INSTRUCTION**

1. The Occupational Education Program Chair will use OCEDPPS 3.01 Attachment C to recommend credit awards to the Admission’s Office.

**NOTIFICATION OF STUDENT**

1. The Occupational Education Program Chair will notify all students the award of academic credit for noncollegiate sponsored instruction.
2. The Occupational Education Program Chair will also notify all students not awarded academic credit. The letter will explain the reasons for not awarding academic credit.

**CERTIFICATION STATEMENT**

1. This PPS has been approved by the reviewer listed below and represents Texas State’s Occupational Education Program policy and procedure from the date of this document until superceded.

Review Cycle: Review Date:

Reviewer: Date:

Approved: Date:

Stephen B. Springer, Program Chair

Occupational Education

Texas State University-San Marcos

Occupational Education Program

Last Updated: May 20, 2009

Send comments and questions to: [ss01@txstate.edu](mailto:ss01@txstate.edu)

OCEDPPS 3.04

Attachment A

**APPLICATION FOR NONCOLLEGIATE SPONSORED INSTRUCTION**

Applicant’s Name Date

Address

Phone Number: Home Work Social Security Number

Noncollegiate Sponsored Instruction

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Dates | Course Title | Where  Completed | Contact  Hours | A.C.E. Number (if appropriate | A.C.E. Page  Number (if appropriate) | FOR OFFICE  USE ONLY |
| 7-13-79 | ATC Instructor Training | USAF | 140 | AF14060039 | 1-29 |  |
|  | *Instructional Methods*  *Observation and Methods* |  |  |  |  | *3-Elna*  *1-Elna* |
|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
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|  |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
|  |  |  |  |  | Total |  |

I, the undersigned, do solemnly affirm that the information furnished on this application is accurate and true.

Signature

Subscribed and sworn to before me this day of 19 .

Notary Public County State

OCEDPPS 3.04

Attachment B

COURSE SYLLABUS

Course Title

Date Completed Contact Hours

Sponsored by

Course Outline:

(two-level outline)

Competency Statements:

OCEDPPS 3.01

Attachment C



Memorandum

To: Admission's Office

Via: Ms. Rebecca Swindal Approved: Yes No

From: Dr. Stephen Springer Approved: Yes No

Date:

Re: John Doe, 111111

# I have examined the records of the individual listed above and recommend the following credits be awarded:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **From** | **Code** | **Sem** | **Course** | **Course Description** | **Grade** | **Hours** |
| WL | 888889 | Fall 2008 | CS Elna | Sales Service | CR | 9 |
| WL | 888889 | Fall 2008 | CS Eladv | Sales Service | CR | 9 |
| TV | 003773 | Spring 1985 | RE Elna | Real Estate Law | A | 2 |
| TV | 001199 | Fall 1985 | BDCT Elna | R Sta Oper | A | 1 |
| NC | 888887 | Fall 2008 | CS Elna | Capital Theory Techni | CR | 3 |
| NC | 888887 | Fall 2008 | CS Eladv | Basic Appraisal Prin | CR | 4 |
| EX | 333334 | Fall 2001 | ENG 1310 | College Writing I | CR | 3 |
| EX | 333334 | Fall 2001 | ENG 1320 | College Writing II | CR | 3 |
| NC | 333333 | Fall 1987 | PFW ACT | Military Phys Ed | CR | 2 |
| NC | 333333 | Fall 1987 | PFW ACT | Military Phys Ed | CR | 2 |
| NC | 333333 | Summer 1978 | CS Elna | Office candidate | CR | 3 |

OCEDPPS 3.04

Attachment C

**WORKSHEET FOR AWARDING NONCOLLEGIATE SPONSORED INSTRUCTION**

Student’s Name ID

D.O.T. Number Date

Competency Factor

Amount of Credit Recommended (circle appropriate category)

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Competency Factor | 10 | 20 | 30 | 40 | 50 | 60 | 70 | 80 | 90 | 100 |  |  |
| Number of Hours Awarded | 3 | 6 | 9 | 12 | 15 | 18 | 21 | 24 | 27 | 30 |  |  |

Level of Credit Recommended (circle appropriate category)

÷ =

Competency Factor No. of Competency Average

Statements Competency

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Average Competency | <1.5 | 1.5-1.9 | 2.0-2.6 | 2.7-3.4 | 3.5-4.0 |
|  | % of Upper Division Hours | 0% | 25% | 50% | 75% | 100% |

# Course Title

CR Hrs Elna

CR Hrs Eladv

Evaluated by Approved by

OCEDPPS 3.01

Attachment B

**COMPETENCY FACTOR EVALUATION SHEET**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Competency | Conditions | | Knowledge Base | | | |  |  |  |  |  |
| Statement | Obvious | Subtle | Things | Procedures | Data | Concepts | Comments | | | | | |
| 1. |  |  |  |  |  |  |  | | | | | |
| 2. |  |  |  |  |  |  |  | | | | | |
| 3. |  |  |  |  |  |  |  | | | | | |
| 4. |  |  |  |  |  |  |  | | | | | |
| 5. |  |  |  |  |  |  |  | | | | | |
| 6. |  |  |  |  |  |  |  | | | | | |
| 7. |  |  |  |  |  |  |  | | | | | |
| 8. |  |  |  |  |  |  |  | | | | | |
| 9. |  |  |  |  |  |  |  | | | | | |
| 10. |  |  |  |  |  |  |  | | | | | |
| 11. |  |  |  |  |  |  |  | | | | | |
| 12. |  |  |  |  |  |  |  | | | | | |
| 13. |  |  |  |  |  |  |  | | | | | |
| 14. |  |  |  |  |  |  |  | | | | | |
| 15. |  |  |  |  |  |  |  | | | | | |
| 16. |  |  |  |  |  |  |  | | | | | |
| 17. |  |  |  |  |  |  |  | | | | | |
| 18. |  |  |  |  |  |  |  | | | | | |
| 19. |  |  |  |  |  |  |  | | | | | |
| 20. |  |  |  |  |  |  |  | | | | | |
| 21. |  |  |  |  |  |  |  | | | | | |
| 22. |  |  |  |  |  |  |  | | | | | |
| 23. |  |  |  |  |  |  |  | | | | | |
| 24. |  |  |  |  |  |  |  | | | | | |
| 25. |  |  |  |  |  |  |  | | | | | |
| Total Checks |  |  |  |  |  |  |  | | | | | |
| Multiplier | 0 | 1 | 0 | 1 | 2 | 3 |  | | | | | |
| Totals |  |  |  |  |  |  |  | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| Total Competency Factor |  |  | 5/19/09 |