

HORRY-GEORGETOWN TECHNICAL COLLEGE

# PROCEDURE

Number: 8.5.3.1  
Related Policy: 8.5.3  
Title: Experiential/Exemption Credit  
Responsibility: Registrar

Original Approval Date: 08-01-1994  
Last Cabinet Review: 03-01-2023  
Last Revision: 03-01-2023

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President

To clarify the procedure, Experiential/Exemption Credit is defined as one of the following:

- credit obtained based on documentation of credentials through professional licensure, military service, or documentable extensive prior work experience for courses that equate to an HGTC course, such as Certified Nursing Assistant, Licensed PN, BLS, CPR Healthcare Provider, and Criminal Justice courses taken through Law Enforcement;
- credit obtained based on courses approved through an HGTC articulation agreement where the courses are not taught at HGTC, but the credit earned is approved through non regional accreditation, such as the Accrediting Commission of Career Schools and Colleges which accredits the Pittsburg Institute of Aeronautics (PIA).

Any student requesting experiential/exemption credit must do so in writing to the Department Chair with responsibility over the specific courses for which the student is requesting to receive credit. Such requests will not be considered when the student has previously taken the course for credit or audit or when the student has received any grade including an "I", "F", "W" or "WF." The Department Chair will review the student's request for credit on a case-by-case basis. If the Department Chair determines the experience justifies credit, they must submit the completed [Experiential/Exemption Credit Form](#).

Experiential/Exemption Credit Approval Form must include supporting documents, such as proof of licensure, to ensure the credit obtained has the proper certification. Once the form has been received by the Registrar's Office with the required attachments and approvals, the student will be awarded the course credit and all documentation will be placed in the student's file.

A. Experiential Credit evidence may include:

1. Appropriate licensure or certifications.

2. Letter from employer and/or public service experience supervisor, detailing the experience being used for credit including the type, level, and length of the experience.
  3. Where practical knowledge is evident but theoretical knowledge may be questioned, the Department Chair, based upon the evidence presented to justify the experiential/exemption credit and/or the course for which the experiential credit is requested, may require the student to take a proficiency exam as per [Policy 8.5.4](#).
  4. A completed TAP (Technical Advance Placement) form within approved time frame.
- B. Written rationale for accepting the experience in place of the actual course. The Department Chair must explain in the rationale how the student's experience demonstrates the required competencies and student learning outcomes stated in the instructional packages have been mastered by the student.
- C. The Registrar will ensure:
1. The experiential/exempted credit is documented on the student's academic record.
  2. Supporting documents used are scanned and included in the student's academic record.