

1. PURPOSE

The purpose of this policy is to establish guidelines for the awarding of academic credit for work, life, or other non-collegiate learning experiences.

2. GENERAL PROCEDURE

- 2.01 Students seeking academic credit for experiential learning will make a written request to the chair of the department/school of each discipline for which such credit is requested. The written request must include a detailed description of the experiential learning with an explanation as to how the experience relates to each learning outcome of the course(s) for which credit is sought. Such requests must be submitted by the Q-drop deadline date of the 15-week semester prior to the anticipated awarding of credit. The department is responsible for a faculty committee review of the request.
- 2.02 Students may submit additional written materials in demonstration of appropriate skills or knowledge as part of an application portfolio when requesting credit for experiential learning. Students are solely responsible for producing/obtaining such written materials.
- 2.03 Whenever reasonable, students requesting academic credit for experiential learning will be given an appropriate examination relative to the course learning objectives. The exam may be written performance, oral performance, interview, or a combination thereof. When applicable, results of such examination will be included in the faculty committee decision document.
- 2.04 Within 30 calendar days of receipt, faculty of each specific discipline for which a student requests academic credit for experiential learning will recommend such credit at their discretion and judgment, documenting decisions by comparison of experience to student learning outcomes (SLOs) for each course in question.
- 2.05 Upon faculty recommendation, the department chair/school director will refer recommendations for award of credit to the dean (or an appropriate designee) of the academic college for review and recommendation. The dean will then forward it with their recommendation to the Dean of Graduate Studies, if appropriate, and to the Provost and Sr. Vice President for Academic Affairs. The final decision for approval will rest with the Provost and Sr. Vice President for Academic Affairs, or their designee.

2.06 The Office of Admissions is responsible for updating the student record. Credit for experiential learning will be listed as transfer work, with a grade of Credit (CR).

2.07 Section 4.0 of this policy has specific requirements for the award of academic credit for military service.

3. LIMITATION OF CREDIT

3.01 The total number of hours awarded under this policy will be considered in conjunction with the total number of transfer hours. The cumulative number of hours (i.e., experiential learning hours and transfer hours) shall not exceed total transfer hour limits as described in the Graduate and Undergraduate Catalogs.

3.02 Work experience does not automatically qualify for academic credit of a work internship course. Awarding of academic credit will be at the discretion of the department/school of the work internship course for which credit is requested.

4. CREDIT FOR MILITARY SERVICE

4.01 In accordance with Texas Education Code 51.3042, eligible former members of the armed forces admitted to Sam Houston State University as an undergraduate or readmitted as an undergraduate (after having withdrawn to perform military service) will be given course credit for all physical education courses the institution requires for an undergraduate degree and for additional semester credit hours, not to exceed 12, to satisfy any elective course requirements for the student's degree program for courses outside the student's major or minor.

(a) Sam Houston State University does not have any degree programs that require physical education courses and so will not award any physical education credit under Texas Education Code, section 51.3042. Incoming students who meet the requirements will, however, be eligible to receive up to 12 semester hours of credit for elective coursework that will be applied toward the degree. The following conditions must be met:

(i) graduated from a public or private high school accredited by a generally recognized accrediting organization or from a high school operated by the United States Department of Defense; and

(ii) is an honorably discharged former member of the armed forces of the United States who:

(1) completed at least two years of service in the armed forces; or

(2) was discharged because of a disability.

- 4.02 Students are required to submit all necessary documentation to verify they meet these standards.
- 4.03 Credit for Military Service may only be requested once at which time the credit becomes a permanent part of the student record.
- 4.04 Credit for Military Service will only be considered if the student needs additional general elective credits to satisfy degree requirements.
- 4.05 Additional course credit may be awarded to meet specific degree requirements at the academic department's discretion and with appropriate documentation.
- 4.06 The Office of Admissions is responsible for updating the student record. Credit for military service will be listed as transfer work, with a grade of Credit (CR).
- 4.07 All military credit evaluations must take place within 60 days of admission and receipt of all necessary documents.
- 4.08 Sam Houston State University will consider American Council on Education (ACE) undergraduate credit recommendations when the credit is applicable to the academic program.
- 4.09 Credit shall only be awarded at the level which ACE recommends.
- 4.10 Military Occupational Specialty (MOS):
 - (a) Credit may be awarded for all MOSs held within the last six years.
 - (b) Veterans who separated more than six years ago may only receive consideration for the last MOS held.
 - (c) The student must have held the MOS for one year.

APPROVED: _____
Alisa White, Ph.D., President

DATE: _____ 12/17/2024

CERTIFICATION STATEMENT

This academic policy statement (APS) has been approved by the reviewer listed below and represents SHSU's Division of Academic Affairs' policy from the date of this document until superseded.

Original: September 9, 1986
Reviewer: Academic Affairs Council

Review Cycle: Five years*
Review Date: Spring 2027

Approved: <signed>
Michael T. Stephenson, Ph.D.,
Provost and Sr. Vice President
for Academic Affairs

Date: 12/16/2024

*Effective January 2018, Academic Policy Statements will be reviewed on a rotating 5-year schedule. To transition to a distributed review load, some policies may be reviewed prior to the 5-year timeframe, with subsequent reviews transitioning to the 5-year schedule.