

Pennsylvania College of Technology

Procedure Statement

Title: Advanced Credit: Credit for Work/Life Experience

Number: PR 4.41.03

Approved by:
Presidential Action

Approved Date: 09/1983
Last Review Date: 11/2024
Last Revision Date: 11/2024

Persons/Departments Affected:

Academic School Offices, Faculty, Registrar's Office, Bursar's Office, Undergraduate Students

Responsible Department:

Academic Affairs

Definitions:

Advanced Credit: credit designed to recognize undergraduate students' scholastic achievement attained prior to entering Penn College. This option creates the opportunity for students to begin their college work at a higher level in either the subject in which they received advanced credit or a related subject.

Credit for Work/Life Experience: offers undergraduate students the opportunity to earn credit by demonstrating skills and knowledge obtained through specific work or life situations that are equal to the learning objectives for a specific course.

Procedure:

- I. Undergraduate Student:
 - A. Undergraduate students who have been accepted to the College and believe their experience warrants consideration for academic credit for a specific course will apply, in writing, to the appropriate academic school.
 - B. Indicates to the appropriate academic school administrator, in writing, courses listed in the College Catalog for which they will seek credit, describing briefly the rationale for this request and asking for an interview.
- II. Academic School Administrator:
 - A. Reviews the undergraduate applicant's letter and either grants an interview, requests further information, or rejects the request in writing.

- B. Conducts an interview, if appropriate, and determines the validity of the applicant's request on an individual course basis.
 - C. If allowed to proceed with the request, directs the student to the Bursar/Student Accounts Office to pay the appropriate fee.
- III. Undergraduate Student:
- A. Pays a nonrefundable fee per course at the Bursar/Student Accounts Office prior to having the Credit for Work/Life Experience evaluated, and receives an official receipt.
 - B. Returns the official receipt to the academic school.
- IV. Academic School Administrator:
- A. Checks the official receipt to ensure that the required fee has been paid.
 - B. Appoints a committee to serve in assessing and evaluating the undergraduate applicant's request for credit(s).
- V. Committee:
- A. Identifies the components of the assessment, e.g., notarized letters from past employers, taped speeches, portfolio of applicant's work.
 - B. Receives, reviews, and assesses the applicant's request for credit.
 - C. Approves or rejects all or a portion of the applicant's request.
 - D. Forwards its recommendation to the academic school administrator.
- VI. Academic School Administrator:
- A. Reviews the recommendation of the committee.
 - B. Either approves the recommendation of the committee, all or in part, and completes and signs the *Advanced Credit Verification* form (official internal use only) and forwards it to the Registrar's Office or rejects the recommendation of the committee.
 - C. Advises the undergraduate student of the final decision.

VII. Registrar's Office:

- A. Records the advanced credit on the College transcript upon notification of approval from the academic school.
- B. The Registrar's Office will remove advanced credit from student's transcript if student does not matriculate.
- C. Scans the *Advanced Credit Verification* form for electronic storage within the student's permanent academic record.

Revision History:

- Date: 11/2024 Updated to reflect new terminology and process associated with student information system conversion. Once reviewed and added to student transcript, advanced credit will be removed by Registrar's Office if student does not matriculate.
- Date: 08/2017 Modified language to clarify placement of credit awarded for work/life experience; modified definitions; defined that the policy applies only to undergraduate students.
- Date: 09/2014 Updated process to reflect current practice; clarified use of the Advanced Credit Verification form.
- Date: 03/2014 Editorial changes, reformatted Definitions section. Added definition of Advanced Credit; revised related procedure title.
- Date: 11/2011 Editorial changes; changed to new format

Cross References:

- Advanced Credit Policy, [P4.41](#)
- Advanced Credit: Competency Assessment Procedure, [PR4.41.01](#)
- Advanced Credit: Credit-by-Exam Procedure, [PR4.41.02](#)
- Advanced Credit: Advanced Placement (AP)/International Baccalaureate (IB)/College Level Examination Program (CLEP) Procedure, [PR4.41.04](#)