Enrollment Management
Academic Support Services
Certificate of Non-Traditional Credit

DATE:

TO:          Tamara Loyd Workman, Director
             Enrollment Management/Academic Support Services

FROM:        Authorizing Signature
             College/Academic Unit

RE:          259 – Occupational Education Credit

Last name ____________________________  First name ____________________________  MI  Dawgtag

College ____________________________  Major/Academic Unit ____________________________

Has been granted ________ hours of credit at level:  
   [ ] Non-traditional credit, 2 YR
   [ ] Non-traditional credit, 4 YR

Occupational or Certificate Title
Institution or Certifying Association

Inclusive Date(s) ____________________________  Serial/Certificate Number ____________________________  (if applicable) ____________________________

Documentation must be attached and will become part of the students’ permanent record. Identify internal equivalencies below if applicable, otherwise credit will be presented as one entry for the total number of hours authorized.

REMARKS/DIRECTIONS

<table>
<thead>
<tr>
<th>Equivalent SIU Course No.</th>
<th>Transfer Course</th>
<th>Hours</th>
<th>Global Application</th>
<th>Effective Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Enrollment/Academic Support Services

Rev. 2/1/10
Guidelines for Processing Non-Traditional Credit

Academic Support Services processes all 259, Occupational Education credit as transfer work for those undergraduate programs authorized to grant non-traditional credit.

259-1 to 60 [program] Occupational Education Credit. A designation for credit granted for past occupational educational experiences related to the student’s educational objectives in [program]. Credit will be established by program evaluation. This credit may be applied only to the technical or career electives requirement of the [program] degree, unless otherwise determined by the program chair of [program].

Indicate on the form the total number of hours being granted for occupational education credit along with whether the credit is considered 2-year or 4-year. Industry certifications typically are considered 4-year credit whereas associate of applied science degrees from a non-regionally accredited institution that offered degrees and certificates at the associate level would be 2-year credit. The source of the certificate/degree will determine the level of credit.

Credit hours (courses) can be separated from the total and articulated as having a specific University Core Curriculum or program equivalent. University Core Curriculum equivalencies may need approval from the Director of University Core Curriculum. However, program equivalencies are approved and defined with this form.

Occupational education credit approved for specific program requirements are articulated by the department directing the program, for either global and/or local application. This can be done on the Non-Traditional Credit form by checking the box in the column labeled “Global Application” for each articulated course that is to be applied to all majors. Credit granted but not identified for “global” application will be articulated for the individual student only.

All credit accepted for transfer, which is not applied to University Core Curriculum requirements or to a specific degree program, will be considered general transfer credit. Questions should be directed to Tamara Workman (tworkman@siu.edu) or Lee Fronabarger (leefron@siu.edu).