



Procedures

1. The student requesting credit for work experience must have submitted an application for admission to the College.
2. The student can request a copy of the course outline or syllabus from the appropriate academic department. A written request to receive credit needs to be submitted to the chair of study. A student is required to provide evidence of how they met the course objectives and learning outcomes listed in the syllabus.
3. The chair in coordination with the dean and any designated faculty will review the request and meet with the student. If credit for work experience is applicable, the chair will explain the work credit application procedures.

* Please note, applying for credit does not guarantee credit will be awarded.

4. If credit is being considered, the following procedure will be followed. The chair of the academic department will coordinate this.

The student will need to provide the following:

- a. A letter from the immediate supervisor verifying the level of competency of the employee relating to performance of skills and knowledge essential to attainment of course objectives. The letter should be on company letterhead or have the immediate supervisor's business card attached.
- b. If applicable, samples of the student's work and other documentation may be required.

The chair and dean will review all documentation.

5. The student application and all supporting documentation will be sent to the Office of Student Accounts. Once the application fee is applied to the student's account, the application and all supporting documents will be sent to the Records Office for processing.
6. After the application for credit is processed, students can view the credit awarded on their degree audit, accessed through the Ozone account. Credit will be reflected on the transcript as a "CR." This credit can fulfill degree requirements but may not be transferable to other colleges.

Questions can be e-mailed to transfer@owens.edu.

APPLICATION FOR CREDIT BY VIRTUE OF WORK EXPERIENCE

The fee for EACH course with credit awarded by virtue of work experience is \$25.00.

Each course awarded requires a separate application.

APPLICANT INFORMATION (PLEASE PRINT)

Name: _____ OCID: _____

Address: _____

City: _____ State: _____ Zip: _____

COURSE INFORMATION

Course Title: _____ Course Number: _____ Credit Hrs: _____

TO BE COMPLETED BY ACADEMIC DEPARTMENT (Check all that apply)

- Department Check List Student written credit request & documentation
 Employer letter Work Sample/Documentation
 Interview with chair, faculty member, and student.

CREDIT APPROVED: YES NO

Chair Signature: _____

OFFICE OF STUDENT ACCOUNTS

Date Processed: _____ Amount: _____ Initials: _____

Return form and documentation to the Records Office.

RECORDS OFFICE

Date Processed: _____ Initials: _____