

**Registrar's Office – Articulation & Evaluation
 Certificate of Non-Traditional Credit**

DATE: _____

TO: Director
 Registrar's Office

FROM: _____

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

Non-traditional credit taken from industry certification is considered 4-year level credit. Credit taken from a community college transcript as proficiency credit will be considered 2-year level credit.

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 student's permanent record. Identify internal equivalencies below, **if applicable**; otherwise credit will be presented as one entry for the total number of hours authorized.*

Comments/Directions:

ARTICULATED:

Break out all credit to be assigned as an equivalent to either UCC or a major (program) course in the area below. Checking Global Program Credit will articulate the transfer course as an SIUC equivalent for all majors across campus. Questions about articulation are to be directed to Sissy Dowdy, Evaluations Supervisor, at dowdy@siu.edu or 453-2986. *Instructions on completing the form follow.*

| Course Being Transferred | Credit Hours | Equivalent SIUC Course # | Credit Hours | Check if Global Application | Global Application Effective Date |
|--------------------------|--------------|--------------------------|--------------|-----------------------------|-----------------------------------|
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REGISTRAR'S OFFICE – ARTICULATION & EVALUATION

Guidelines for Processing Non-Traditional Credit

The Articulation & Evaluation division of the Registrar's Office 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. Typically, industry certifications are considered 4-year credit; whereas, associate of applied science degrees from a non-regionally accredited institution that offers degrees and certificates at the associate level would be 2-year credit. **The source of the credential 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.

ARTICULATED:

Course Being Transferred: The course being transferred to SIUC for articulation.

Credit Hours: The number of credit hours earned for the above course at original institution.

Equivalent SIUC Course #: List the SIUC course and number for which the above listed course is to be articulated.

Credit Hours: List the number of SIUC credit hours to be assigned for the articulated SIUC course.

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

Global Application Effective Date: If the articulation is to be global (not student specific), provide the date the Global Application should become effective.

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 and **will be posted as one entry representing the total hours allowed.** Questions should be directed to Sissy Dowdy, Evaluations Supervisor, at dowdy@siu.edu or 453-2986.