

UNIVERSITY OF ATLANTA

Petition for Experiential Credit

OFFICIAL POLICY AND PROCEDURES

The University of Atlanta recognizes that extensive professional experience can provide valuable learning. In view of such recognition, the University has established a policy that allows **officially enrolled and activated students** to earn up to 25% of the total credit hours required for a given degree program in which they are enrolled based on significant level of proven competence. To establish an equitable and sound means of assessment, the following procedures have been set in place.

Upon completion of an “Experiential Credit Petition,” the University of Atlanta will administer an Experiential Credit Exam at the cost of \$50.00 non-refundable fee per course. The minimum passing grade on each exam is 80%. Those who earn 80% or higher on the examination will be granted the grade of P (Pass) in the course, which will appear as such on the student transcript and in all official university records. As is standard in courses graded Pass/Non-Pass, the credits earned count toward the degree, but the score is not calculated in the student’s grade-point average (GPA). There is, of course, no penalty for those who earn below 80% on the exam; the student must simply take the course. Once the exam is administered, the result is final and there is no provision, under any condition, for a retake.

While there is no prescription in place, students are advised to take each examination after due preparation and only if and when they are confident of subject mastery. Except by special waiver, a student may sit for no more than one EC Examination in the course of a week and a minimum of one week’s notice is requisite between the time of completed petition submission and the scheduling of the exam.

A student wishing to sit for an Experiential Credit Examination, must adhere to the following procedures, which are to be reviewed with care:

- Contact Ms. Glenda Jemison (GJemison@uofa.edu) to request the required “Petition for an Experiential Credit Exam.” Only officially enrolled and activated students may apply for one or more Experiential Credit Examinations. Each examination requires a separate petition form submission (as noted above).
- Send the completed form to Mr. Sanjeev Katikala (SKatikala@uofa.edu) and arrange for required payment (\$50.00 per course examination petition).
- While students will need to complete a separate petition form for each examination, they may submit several petitions at once (one examination per form) at any time during the program, provided the course in question has not been initiated. Although one may submit multiple petition forms and complete payment for the examinations in a group, no more than one examination per week will be scheduled and administered.
- Upon proper completion of the petition and payment of the per-course examination fee, Mr. Katikala will return the form to Ms. Jemison who will arrange the date and time of the examination.

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- The examination will be forwarded at the set time and on the set date by the University's Testing Center.
- Exams are closed-book and do not permit use of, or reference to, any resources, online or offline. This is an important caveat: professors in each field who are to grade these examinations (a team of at least two per exam) have been instructed to issue a grade of F if there is **any** evidence of external source use.
- Once graded by the given team of professors, the score or result will be provided to the candidate by Ms. Jemison. Like all standardized examinations, the exams are not returned, only the results.
- In cases where the student receives a Pass, the grade will be entered promptly onto his or her transcript.
- The form will be returned to the Office of Financial Affairs, where the appropriate adjustment will be made to the program balance due. For each course passed by Experiential Examination (up to the specified limit allowed), the total tuition will be reduced by the per course tuition.

NOTE

- Bachelor's students may petition for up to 9 of 36 courses (or 25%) maximum, at any point in the program prior to having initiated a given course.
- Master's students may petition for up to 3 courses (or 25%) maximum, at any point in the program prior to having initiated a given course.
- The Experiential Exam Option is only available to students enrolled in Bachelor's or Master's Degree programs.

A copy of each petition, including confirmation of payment, as well as the graded examination, will become part of the student's official file.

If any issues arise once results are issued, notify Ms. Glenda Jemison (GJemison@uofa.edu) who will respond or, where appropriate, forward the issue to the appropriate Dean (Undergraduate or Graduate).