


Greenville Technical College Administrative Policies

Policy Name:	Exemption of Courses (Prior Learning Assessment)		Approved by President
Policy Number:	3-GTC-105	Date Established:	8/5/2010
Date Revised:	10/14/2016	Date Removed:	

Rationale and Purpose

This policy establishes the parameters for the evaluation of the skill sets, industry credentials, certifications, previous non-traditional learning and military training. The Prior Learning Assessment process provides students the opportunity to earn college credit for college-level learning which occurred outside the college classroom. Validation of knowledge and skills through examination or verified documentation may allow qualifying students to receive credit for Greenville Technical College (GTC) course required for program completion.

Policy Statement

Exemption credit may be awarded for GTC courses according to this policy with the appropriate approvals.

Scope

The College recognizes both traditional and non-traditional learning and therefore, may award credit to currently enrolled students who can document learning that is substantially equivalent to a GTC course needed for completion of a particular degree, diploma, or certificate. Exemptions will not be granted for courses in which a student is currently enrolled (dropping a course during the add/drop period does not constitute enrollment), for a course in which a student was previously enrolled, or for a course which has been audited.

To meet graduation requirements for a specific program, students must earn 25 percent of the total required program credit hours through courses taken at GTC. Neither exemption credit nor courses transferred from another institution will count toward the 25 percent.

While the College may grant exemption credit for a GTC course, it should be noted that courses with exemption credit may not be accepted as transfer credit at other institutions.

Roles/Responsibilities

Students seeking course exemption should submit a written petition for consideration. Program department heads or their designees will determine, maintain, and present for college publication a listing of course eligibility and the type of exemption requirements. If a student petitions for Exemption by Exam, a qualified proctor will be assigned to administer the examination.

Non-Compliance

Failure to comply with/follow this policy may result in disciplinary action up to and including dismissal.

If Applicable:

Procedures

[Refer to Exemption of Courses – procedure 3-GTC-105-1](#)

If Applicable:	
Forms	Student Application for Prior Learning Assessment (PLA)
Related Documents	
Associated SBTCE Policies & Procedures	SBTCE Policy 3-2-105: Grading System and Standards of Student Progress SBTCE Policy 3-6-101: Articulation Agreements with School Districts
Other Related Links (referenced above)	