



**OFFICE ADMINISTRATION AND TECHNOLOGY (OAT)  
REQUEST FOR EXPERIENTIAL LEARNING CREDIT FORM**

1. Students in the OAT program may earn **up to 9 semester** hours for courses ACED 2940 (3 credits) and ACED 3940 (3-6 credits) through documented experiential learning credit from work experience, military service, or approved professional licensure (such as PACE/CAP).
2. A student completes and signs this *OAT REQUEST FOR EXPERIENTIAL LEARNING CREDIT FORM* (Pages 1 and 2) with assistance from their OAT faculty member.
3. **All three types of supporting documentation must be included with the form into one PDF file:**
  - a. (a) Appropriate official verification of employment, such as letters from employers
  - b. (b) Job description(s) from the *Occupational Outlook Handbook* (<https://www.bls.gov/ooh/>) that explain job duties of EACH POSITION HELD, and
  - c. (c) One- to two-page essay explaining how the work experience equates to college-level learning in the area of office administration and technology. The essay should explicitly connect OAT coursework with one’s professional experiences.
4. The OAT faculty member reviews the application, verifies employment, and then approves the application; and forwards the *OAT REQUEST FOR EXPERIENTIAL LEARNING CREDIT MEMORANDUM* (Page 3) to the following university officials for approval signatures:
  - a. Department Head, Leadership, Technology, & Workforce Development
  - b. Dean, College of Education & Human Services
  - c. Vice President for Academic Affairs
  - d. Registrar’s Office (where approved credits are posted to the student’s transcript)

LAST NAME		FIRST NAME		MI	
VSU ID#					
<p>It is requested that the following educational experiences be evaluated to provide experiential learning credit toward a Bachelor of Science in Office Administration and Technology degree.</p> <p>STUDENT SIGNATURE: _____ DATE: _____</p>					

**Please complete **at least one** of the following three areas:**

**I. WORK EXPERIENCE (Minimum of 3 Years)**

Place(s) of Employment	Dates Employed	Number of Years Employed	Supporting Documents Attached
			Examples: Letters from previous employers verifying dates of employment and skills used, evaluations, etc.

**SUPPORTING NARRATIVE REQUIRED:** (Please attach a 1- to 2-page essay that illustrates how your work experience listed above has provided you with college-level learning. Explicitly connect your professional experience with your OAT coursework.)

**II. MILITARY SERVICE**

ACE Guide Edition	ACE Guide Page No.	ID Number	Hours Credit	Supporting Documents Attached
				Examples: Copies of certificates, grade reports, etc.

**SUPPORTING NARRATIVE REQUIRED:** (Please attach a 1- to 2-page essay that illustrates how your military experience has provided you with college-level learning.)

**III. APPROVED PROFESSIONAL LICENSURE**

Professional Licensing Body	Type of License or Certification	Supporting Documents Attached
		Examples: Copies of certificates, licenses, etc.

**SUPPORTING NARRATIVE REQUIRED:** (Please attach a 1- to 2-page essay that illustrates how your licensing or certification has provided you with college-level learning.)



**OFFICE ADMINISTRATION AND TECHNOLOGY (OAT)  
REQUEST FOR EXPERIENTIAL LEARNING CREDIT  
MEMORANDUM**

**TO:** Registrar’s Office  
**FROM:** Department Head, Leadership, Technology, & Workforce Development  
**DATE:**  
**SUBJECT:** Request for Posting of Experiential Learning Credit

The Registrar’s Office is asked to post the following credits to the transcript of:

LAST NAME		FIRST NAME		MI	
VSU ID#					

- 3 hours credit for *ACED2940 Basic Administrative Office Technology Skills*
- \_\_\_\_\_ hours credit (up to 6 additional hours) for *ACED3940 Intermediate Administrative Office Technology Skills*

The student has earned these credits through documented experiential credit from work experience, military service, or approved professional licensure (such as CPS/CAP), as approved by the Valdosta State University officials who have signed below.

	Signature	Date
Faculty Member Office Administration & Technology		
Department Head Leadership, Technology, & Workforce Development -		
Dean College of Education and Human Services		
Vice President for Academic Affairs		
Registrar’s Office		