



259 or 359 – 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.*

Signature of Authorizing Official: \_\_\_\_\_ Date: \_\_\_\_\_

*Identify UCC and major-specific internal equivalencies below. Credit will be presented as one entry for the total number of hours authorized, unless specified. If requesting military courses put the military course number that is on the JST.*

**MAJOR:** Identify all credit to be assigned as an equivalent to a **major (program) course** in the area below.

Source	Credit Hours	Equivalent SIUC Course #	Credit Hours

**UCC:** Identify all credit to be reviewed by A&E as an equivalent to a **UCC course** in the area below.

Source	Credit Hours	Equivalent SIUC Course #	Credit Hours

Questions about articulation and evaluation are to be directed to [transferservices@siu.edu](mailto:transferservices@siu.edu).  
Instructions on completing the form follow.

## REGISTRAR'S OFFICE – ARTICULATION & EVALUATION

### *Guidelines for Processing Non-Traditional & Military Credit*

The Articulation & Evaluation division of the Registrar's Office processes all 259 and 359 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].

**359-1 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.

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 [transferservices@siu.edu](mailto:transferservices@siu.edu) or 453-2012.