

**POLICY:**

1. Courses approved for credit will receive a grade of “CG” (credit granted), which will be recorded on the student’s “transcript.” These credits will meet graduation requirements, but not residency requirements (see catalog for details).
2. Documentation is required to validate Life Experience/Work Experience credit:
  - a. Life Experience must be documented by the submission of a portfolio.
  - b. Work Experience must be documented with at least a detailed job description and one or more evaluations by your supervisor(s), or copies of credentials.

**PROCEDURES FOR LIFE EXPERIENCE/WORK EXPERIENCE:**

This form must be submitted to the Records Office within the first 2 weeks of the semester, if the student is enrolled in the class for which they are requesting Life Experience/Work Experience credit. There is no designated time frame when Life Experience/Work Experience forms may be submitted if the student is not enrolled in the selected course. The student does not have to be enrolled in the course to submit a Life Experience/Work Experience form, but must be matriculated in a Post-Secondary program. (Pre-program status does not count as a Post-Secondary program when submitting Life Experience/Work Experience forms.)

1. Begin the procedure by making an appointment with the appropriate instructor to discuss course competencies. Bring the required documentation along to this conference for instructor evaluation.
2. Submit completed form to the Records Office who will verify program eligibility and will calculate the payment due. The cost for Life Experience/Work Experience is 25% of tuition per credit for the course. Records will also attach the Miscellaneous Fee Statement needed by the Cashier’s Office.
3. Make payment for the credit in the Cashier’s Office.
4. The completed paperwork should be returned to the Records office. Completion data will be entered in the PeopleSoft system by Records. A transfer credit report showing completion of the course will be e-mailed to the student.

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**I. STUDENT SECTION:**

Student ID: \_\_\_\_\_

Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Address: \_\_\_\_\_  
(Street) (City) (State) (Zip)

Program: \_\_\_\_\_

Note: To be eligible for a Life Experience/Work Experience the student must be accepted into a Post-Secondary program. ('Pre-Program' status does not count as a Post Secondary program for this credit.)

Course

Receiving Credit For: \_\_\_\_\_  
(Course Title) (Course #) (Credits)

Type of Experience Requesting Credit for:

\_\_\_\_\_ Life Experience (Submit Portfolio)

\_\_\_\_\_ Work Experience (Submit Job Descriptions and Supervisor Evaluations or Copies of Credentials)

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**II. RECORDS & REGISTRATION SECTION:**

File Check - Student is matriculated in program: Yes: \_\_\_\_\_ No: \_\_\_\_\_

- Student was enrolled in course for a prior term: Yes: \_\_\_\_\_ No: \_\_\_\_\_

- Student is eligible to receive life experience/work experience credit: Yes: \_\_\_\_\_ No: \_\_\_\_\_

\_\_\_\_\_  
(Records Examiner's Signature)

\_\_\_\_\_  
(Date)

**III. INSTRUCTOR'S SECTION:**

In my professional judgment, the competencies of this course have been demonstrated/documented and I recommend that credit be granted to this student: \_\_\_\_\_ Life Experience \_\_\_\_\_ Work Experience

\_\_\_\_\_ I do not recommend the student receive credit granted for this course.

Instructor's Signature \_\_\_\_\_

Date \_\_\_\_\_

**IV. CASHIER SECTION:**

The applicable fee for the 2012/2013 school year is \$29.00 per credit. This fee must be paid before the credit granted for Life Experience/Work Experience will be added to the student's permanent records. This payment must be accompanied by a Miscellaneous Fee Statement which is available from the Records Office.

Fee of \$ \_\_\_\_\_ was received by \_\_\_\_\_

Date \_\_\_\_\_

***(Important: Please forward the completed form to the Records Office for final processing.)***

**V. RECORDS AND REGISTRATION SECTION:**

Received in Records \_\_\_\_\_

Credit Granted: \_\_\_\_\_ Credit Not Granted: \_\_\_\_\_

Entered in PeopleSoft: \_\_\_\_\_

Official Grade = CG