

# Credit for Prior Learning Experiences

Any student interested in pursuing Credit(s) for Prior Learning Experiences should consider the following steps:

1. Contact the Provost to discuss the possibility of earning credit(s) for prior learning. This preliminary discussion wherein the student describes the course(s) he or she believes warrants credits for prior learning will determine whether the student's experience warrants a formal assessment by faculty who oversee the identified courses.
2. If the Provost approves, the student must receive permission from the Provost to visit the Business Office or contact the Business Office to pay a non-refundable fee of \$50 per course credit sought.
3. The student is provided a signed copy of the petition to take to the academic department appropriate to the course(s) being requested.
4. The Department Chair assigns a faculty member (or faculty members--depending on the type of courses) to assist the student in preparing a portfolio to document the learning experiences' connection to the course's (or courses') student learning outcomes.
5. The student's portfolio compiles evidence of his/her learned experiences as they relate to the college-level curriculum or competencies and educational objectives as well as career objectives.
6. The Department Chair reviews the portfolio in consultation with the faculty and makes a recommendation to the School Dean concerning the portfolio's acceptance.
7. The School Dean reviews the portfolio along with the recommendation from the Department Chair and makes a decision about whether the course credits will be granted or denied.
8. If the portfolio is approved, the School Dean provides to the Registrar the signed Petition for Credit for Prior Learning Experience form for processing and notifies the student. If the portfolio is denied, the student will receive an explanation in writing by the School Dean.

Guidelines for building the Credit(s) for Prior Learning Experience portfolio may be obtained from the Office of the Provost and Vice President for Academic Affairs.

Ideally, completing this process allows a student to avoid the duplication of learning, to build on the learning previously acquired, and shorten the time it takes to earn a degree. Credit(s) earned through an assessment of prior learning cannot be duplicated through any other mechanism for earning credit. Prior learning credit is not transferable. A maximum of 12 credit hours may be earned through the Credit for Prior Learning Experiences process.