



APPLICATION
CREDIT FOR LEARNING ASSOCIATED WITH LIFE EXPERIENCE

Student Information

Student Name: Last _____ First _____ MI _____

Social Security Number: _____ - _____ - _____

E-Mail Address: _____

Local Address: Campus Mailbox: _____ Campus Phone: _____

Number & Street: _____ Apartment: _____

City: _____ State: _____ Zip Code: _____

Telephone (Work): (_____) _____ Telephone (Local): (_____) _____

Course for which life experience credit is requested:

Department: _____ Dept. Chair: _____

Course Number: _____ Course Title: _____

Student Signature: _____ Date: _____

NOTICE: Fees are charged for based on credits granted: \$150 for 1-3 credits, \$300 for 4-6 credits, and \$450 for 7-9 credits.

Academic Evaluation

To Be Completed by Department Chair and Dean of Undergraduate Studies

Table with 2 columns and 3 rows: Department issuing life experience credit, Course equivalent to life experience, Number of credits awarded.

Reminder: A limit of 9 credits may be earned and applied to an undergraduate degree through this process.

Signature of Department Chair: _____ Date: _____

Signature of Dean of Undergraduate Studies: _____ Date: _____

Upon approval, deliver to Office of the Registrar

See reverse for instructions



OFFICE OF THE REGISTRAR

PROCEDURES FOR REQUESTING CREDIT FOR LEARNING ASSOCIATED WITH LIFE EXPERIENCE

Salve Regina University has established the following procedures for evaluating the learning that has accompanied life experience. The University does not award academic credit for experience, but rather for the learning associated with that experience. Students who wish to apply for academic credit on this basis must first be matriculated into an undergraduate program at the University. A limit of nine credits may be earned and applied toward an undergraduate degree through this process. Fees are charged based on credits granted: \$150 for 1-3 credits, \$300 for 4-6 credits, and \$450 for 7-9 credits. Application procedures include the following steps:

1. Discuss the request for credit through life experience with the appropriate Department Chair to determine:
 - whether the experience may be worthy of consideration for academic credit
 - what specific course(s) should receive the student's attention in preparing a portfolio
 - what approximate credit value might be requested for each subject area, the total not to exceed 9 credits
2. Compile a portfolio containing the following information:
 - A description of the experience(s) upon which the evaluation is to be made, including the specific areas of knowledge which the student gained through the experience. The description would typically range from 200 to 500 words or more, based on the extent of experience.
 - An explanation of the ways in which the acquired knowledge and skills would fit into the student's degree program, whether applicable to the major, minor, or core curriculum. Students should focus on knowledge areas that are comparable to specific courses in the undergraduate catalog.
 - Documentation of learning experience, such as transcripts from other institutions, certificates, letters from employers, essays, published articles, and other samples of work demonstrating the appropriate learning.
 - If the above documentation is deemed insufficient to demonstrate an understanding of the knowledge claimed, additional documentation may be required of the student, including a paper written for the purpose and/or an oral consultation with designated faculty.
3. When the portfolio is completed, the student submits it to the appropriate Department Chair for an official evaluation of the contents. The application serves as a cover page for the portfolio, with the portion for student information already completed and signed by the student prior to submission.
4. The Department Chair will consult with the Dean of Undergraduate Studies to review the request. For credit through life experience to be granted, both officials will sign the Application for Credit for Learning Associated with Life Experience, indicating course equivalencies and credit value.
5. The Department Chair or Dean will convey the approved application form to the Office of the Registrar. In due course the credits will be posted on the student's transcript and the student will be notified by mail, with copies to the Business Office and Academic Advising. The Business Office will charge the appropriate fee to the student's account. (*Transcript requests are honored when the student has a satisfactory student account, including payment of this fee.*) The Department Chair will return the original portfolio to the student.
7. University policy on repeated courses stipulates that credits are not awarded twice for the same course; consequently credits awarded for life experience may be nullified if the student attempts to gain duplicate credit through course work.

See reverse for application form