



CREDIT FOR LIFE EXPERIENCE APPLICATION

Instructions: To be eligible for consideration, the experiential learning experience must have occurred within five years of your current College application date. Requests must be made at least four weeks in advance of the course offering. **The applicant is responsible for obtaining all required signatures (in person or via scan/e-mail or via fax).**

Student's Name: _____ Student ID Number: _____

Course Number and Name: _____

Course Description (from Cabarrus College Catalog): _____

Step 1	Consult with your Academic Advisor for initial approval. Advisor's Signature _____ Date _____
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Step 2	Consult with the Financial Aid Director for financial clearance. Director's Signature _____ Date _____
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Step 3	Consult with the Program Chair for student learning outcomes/competencies and suggested portfolio documentation. Program Chair's Signature _____ Date _____
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Step 4	Consult with the Student Account Specialist to pay non-refundable \$150 fee. (Application will not be processed until fee is paid.) Specialist's Signature _____ Date _____
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Step 5	Prepare or procure the following items: Autobiographical Letter, Portfolio, Current Resume, and two or more Letters of Verification. (See additional details at the end of this form.)
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Step 6	Sign and date below, indicating your acknowledgement of the following integrity statement: <i>I certify that all of my statements on this application and in the supporting documentation are true and correct to the best of my knowledge and belief. I understand that falsification of information will be sufficient cause for denial of credit or dismissal from Cabarrus College of Health Sciences.</i> Student's Signature _____ Date _____
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Step 7	Submit to the Registrar this completed Credit for Life Experience Application form, autobiographical letter, portfolio, current resume and two or more letters of verification. The Registrar's signature and the date below will confirm receipt of these items. Registrar's Signature _____ Date _____
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Evaluation Results: (Program Chair, check appropriate box and sign)

- Credit Awarded Credit Denied (Please attach Evaluator Response Form.)

Program Chair's Signature _____ Date _____

"AP" (Credit for Experiential Learning) will appear on the grade report form if credit is awarded. No entry will be made if credit is denied.

What needs to accompany and support my Credit for Life Experience Application?

It is important to note that the decision to award credit will not be based on the life or work experience you have, but rather on the quality and degree of your learning from these experiences as demonstrated in your portfolio and supporting documentation. The level of demonstrated learning must be equivalent to that which would have occurred by completing the actual course.

When submitting your Credit for Life Experience Application, the following documents should be included. Neatly organize the documents (either into a three-ring binder with tabbed sections or into a PDF file with internal links) corresponding to the categories listed below. Supporting documentation should be photocopied or word-processed using 12-point font. Please keep a photocopy or electronic file of all documents for your own records, as the originals will be retained with your official student record.

Autobiographical Letter

The autobiographical letter serves as your formal introduction to the Program Chair overseeing the course for which you are seeking academic credit. This two to four page letter should paint a broad picture of who you are, what you have done, and what you know. Include the following information:

- Discuss your intended degree program, your academic and career goals, and how this course fits into your curriculum plan.
- Briefly mention your significant life and/or work experiences that correspond to the student learning outcomes in this course.
- Briefly discuss what you learned from these experiences focusing on changes in your knowledge, skills, and actions.
- Explain why you think you should be awarded credit for the course based on these life and/or work experiences.

Portfolio

The portfolio provides you the opportunity to expand upon your autobiographical letter through the use of specific examples, supporting documentation, and reflective narration.

Significant Learning Crosswalk (Appendix A). Complete a Significant Learning Crosswalk for each student learning outcome or competency given to you by the Program Chair. For each category of experience, list all relevant activities, how much time was spent in each activity, and the title or type of documentation that you are including as evidence of your learning.

Documentation. Documentation is needed to verify the experience *and* the learning that occurred. Sample documentation may include, but is not limited to:

- work samples (print or multi-media)
- job descriptions
- training records
- course transcripts
- research and publications
- notarized copies of certificates/licenses
- scores on certification or licensing exams
- membership in professional organizations
- performance evaluations
- class notes from continuing education courses or conference/workshop sessions
- copies of awards
- letters from supervisors or training instructors that describe the level of your knowledge and skill

Provide as much documentation as you can. Some academic programs may have specific requirements as to the types of documentation needed as evidence of learning. This information can be obtained during your meeting with the Program Chair. Documentation should appear in the same order that it is listed on the Significant Learning Crosswalk.

Reflective Essay. The reflective essay should demonstrate to the reader that you already know, understand, and are able to apply the concepts and skills that are taught in the course. Organize your essay by focusing one at a time on each student learning outcome or competency. Using the information contained in the Significant Learning Crosswalks as your guide:

- discuss how and when you learned the student learning outcome or competency;
- *show your knowledge* of each student learning outcome or competency just as you would in a take-home exam by discussing theories, using appropriate terminology, and providing personal or real-world examples and illustrations; and,
- briefly introduce or describe the documentation you included as evidence that the learning occurred.

The essay should be approximately 6-12 well-written, typed, double-spaced pages. Primary emphasis should be placed on the learning that occurred rather than when and where it happened. The Program Chair will evaluate the contents of the essay based on the following criteria:

- includes all required documentation
- demonstrates college-level learning
- utilizes terminology correctly
- applies concepts and theory using real-world examples
- demonstrates a balance between theory and application that is appropriate to the course
- demonstrates a level of knowledge and application equivalent to that which would have been attained by taking the course
- employs college-level writing skills.

Current Resume

Insert a current copy of your resume.

Letters of Verification (at least 2)

Verification letters should be written by current or past supervisors, training instructors, community leaders, or other persons who have witnessed your knowledge, skills, abilities and learning experiences. Verification letters are not letters of recommendation. Rather, they are letters that attest to the knowledge, skills, and abilities that you have learned relevant to the course for which you are seeking credit.

Letters of verification should be written on official letterhead, signed and dated. Supply the writer with a copy of the course description and the student learning outcomes or competencies. In the letter, the writer should:

- include his/her relationship to you and the length of time the relationship existed;
- include his/her qualifications for verifying your experiential learning; and
- describe your knowledge, skills, abilities and learning experiences as they relate to the course student learning outcomes or competencies. The writer may provide supporting documentation (for example, job descriptions, checklists, evaluations) if desired.

Submission Checklist

- ___ Completed application
- ___ Autobiographical Letter
- ___ Portfolio
 - ___ Significant Learning Crosswalk
 - ___ Documentation
 - ___ College Level, Well Written Reflective Essay
- ___ Current Resume
- ___ Two Letters of Verification
- ___ All information is neatly organized and presented