

GUIDELINES FOR EARNING COLLEGE CREDIT THROUGH EVALUATION OF LIFE EXPERIENCE

General Information

1. The applicant for Evaluation of Life Experiences must complete the proper form and provide appropriate documentation.
2. The Vice President of Academic Affairs will appoint a special committee to review the documents and application form. The committee will consist of a Department Chairperson, an instructor from the discipline involved, one other instructor, and the Registrar.
3. The committee may allow up to four (4) credit hours for every year of solid learning experience in various courses. A repetitious non-learning experience of one year repeated five times does not automatically equate to fifteen (15) credit hours.
4. The committee will award credit in various courses rather than a block of credit, and may refer to *The National Guide* for suggestions of credit values for non-traditional experiences.
5. Credit awarded for evaluation of life experience alone shall be limited to a maximum of fifteen (15) credit hours.
6. Upon completion of its evaluation, the committee shall submit its recommendations to the Vice President of Academic Affairs for his/her review and approval. Following approval, the recommendations will be forwarded to the Registrar. Students will be charged tuition and fees at the current rate for credits awarded for life experience. Credits awarded will be posted on the transcript following payment of tuition and fees and successful completion of at least twelve (12) resident credit hours.
7. The credit earned may be applied toward the various degree programs at Cowley College but cannot be used to comply with residence requirements.

Preparing the Portfolio

1. Be sure to read the following pages carefully prior to starting your portfolio.
2. Applicants must submit five copies of the portfolio.
3. Include a blank copy of the Committee Recommendations form immediately following the title page in the portfolio.
4. Be sure to sign and date the portfolio on the last page.

CREDIT BASED EXPERIENCE

It is important for you to identify what you learned from your experiences and how this learning relates to courses and/or academic programs at Cowley College and Area Vocational-Technical School. However, describe any significant learning experiences, even if you are not sure how they relate to specific courses and/or academic programs. Please use the outline below in preparing and assembling your material for evaluation.

Learning Experiences

1. Postsecondary Education
 - a. Public and private vocational-technical schools attended (attach transcripts)
 - b. Two-year and four-year colleges attended (attach transcripts)
 - c. Nursing and other professional schools attended (attach transcripts)
2. Employment
 - a. List the positions (s) you have held and the type(s) of work performed
 - b. How long did you hold each position?
 - c. What percentage of your weekly work time was spent learning? (Consider on-the-job learning, in-service training sessions, workshops, seminars, etc...)
 - d. Describe exactly what you learned.
 - e. To what specific Cowley College academic programs and/or courses does each experience relate? (Consider how the learning from your experiences might be equivalent to the content of courses and programs, or how your learning might allow you to accelerate in a subject area or enroll in advance courses.)
 - f. Explain how what you learned from your work experiences relates to your present educational goals, continues to benefit you, and has contributed to your personal philosophy and outlook.

Documentation

Education and/or training:

Transcripts, diplomas, certificates of completion, program descriptions, course descriptions

Work experience:

Job descriptions, letters from employers verifying dates of employment, certificates of completion or letters from employers certifying completion of in-service training programs, workshops, seminars, licenses or certificates held

Volunteer work:

Letters from officers, directors, ministers, priests, and/or school officials verifying participation and the duration of the participation

Hobbies and/or special interests:

Certificates of excellence, awards received, letters from other participants

Travel:

Photos, slides, films

Publications, reports, papers:

Photocopies of documents

**COWLEY COLLEGE
AND AREA VOCATIONAL-TECHNICAL SCHOOL**

**Evaluation of Life Experiences
Committee Recommendations**

We hereby certify that we have reviewed the application and portfolio outlining the life experiences of _____ . The committee recommends credit be awarded as follows:

Course Number and Title	Number of Credit Hours
1. _____	
2. _____	
3. _____	
4. _____	
5. _____	
6. _____	
7. _____	
8. _____	
9. _____	
10. _____	

Committee:

Division Chairperson

Instructor

Instructor

Registrar

Approved _____

Disapproved _____

Other Conditions: _____

Date

Vice-President of Instruction