



Request for Credit for Experience*

***NOTE:** Does not apply to students currently enrolled in the course. May not be used to replace a previous grade for the course. (See catalog for more information.)

PART I

Name _____ ID/SSN _____ Phone () _____

Student Status _____ Semester _____ Technology _____

I hereby petition the _____ Program to evaluate the accompanying portfolio for possible credit for experience for the following course:

Name of Course _____

Course Number _____ Credit Hours _____

I believe I am proficient for the following reasons: (Give details of previous courses, work experience, etc.) Attach certificates, employer statements, etc.

Student Signature

Date

PART II

Recommended for portfolio development _____
Date

Program Chair

Fee Paid (credit hours x \$30) _____
(Fee is Non-Refundable) Total Amount

Date Paid

Business Office Verification

PART III

Portfolio Evaluation (date): _____

*Credit Recommended: Yes _____ No _____

(Signature) Instructor Evaluating Portfolio (Print Name)

*Credit Recommended: Yes _____ No _____

(Signature) Instructor Evaluating Portfolio (Print Name)

*Credit Recommended: Yes _____ No _____

Program Chair

Credit Approved: Yes _____ No _____

Dean of Academic Affairs

Credit Recorded: Yes _____ No _____

Records Office

*Decision of the faculty is final.

Credit for Experience Procedure

1. The student seeking credit for experience will get Form 53, complete Part I (see front), and present it to the Program Chair for each course. The burden to prove that specific experience deserves credit is the student's.
2. The Program Chair will give the student a course syllabus which details the course content and learning objectives. The Program Chair will then sign Section III of this form, "Recommended for Portfolio Development," if he/she determines that apparent life experience coincides with syllabus objectives.
3. The student will pay **\$30 per credit hour** to the Business Office. *This fee is non-refundable.*
4. The student will prepare a portfolio that documents experience and course work completed, matching experience point-by-point with the content/objectives listed in the course syllabus. Examples of items to include in the portfolio:
 - a. Resume
 - b. Job description
 - c. Documentation of how work experience has met the learning objectives listed in the course syllabus. (A minimum of six months full-time work experience is required before on-the-job performance will be considered.) Include a letter (on company letterhead) signed by your supervisor stating that you have performed these duties in your job with "XYZ Company."
 - d. Include seminars, certificates, and other relevant training documentation.
 - e. Include examples of work, e.g., computer programs written, business letters written.
5. The student will present the completed portfolio to the Program Chair for evaluation. The Program Chair will select an instructor or instructors to evaluate the portfolio.
6. If the student is awarded credit, it will be shown on the transcript in a section labeled "Credit for Experience," and an "LE" code is awarded for each course. No quality points will be assigned or reflected in the GPA. If credit is not approved, no record will be reflected on the student transcript.
7. Students may take up to 15 credit hours using Credit for Experience. No more than one-half of the technical credits, and no more than one-half of the total credits required for graduation in a program, will be accepted in any combination of transfer credit, credit by examination, and credit for experience.
8. In order to receive a degree from Belmont College, a student must successfully complete a minimum of 16 semester credit hours within the designated program *in residence* at Belmont College.
9. *Such credit is not an option once the student is enrolled in the class in question.*
10. *Such credit may not supplant a low grade received in a course.*