

CLARION UNIVERSITY OF PENNSYLVANIA

CREDIT FOR LIFE EXPERIENCE

Purpose:

The University recognizes that some students attend Clarion University with special life experiences directly related to their course of study. This experience may be comprehensive and germane to a student's study as to warrant the award of Credit for Life Experience. The colleges and departments will review student materials describing her or his life experience for the purpose of possible Credit for Life Experience, as described in the university catalog.

Procedure:

- 1) When a student believes her or his life experience warrants receiving academic credit, she or he must apply for the credit by completing the *Credit for Life Experience Form (CLEF)* and submitting it along with documentation.
 - a) Students pursuing disciplines within the Colleges of Arts and Sciences and Education and Human Services, and academic programs at the Venango Campus, are to submit the *CLEF* form to the department in which their major resides.
 - b) Students majoring in a discipline within the College of Business Administration, apply for credit through the Dean of the College of Business Administration.
- 2) Students are to present well organized, written and documented information on related experiences detailing how the experience in employment, or other situations, was obtained and how it relates to specific courses offered at Clarion University. (Typically, the student will present a portfolio that includes his/her letter requesting Life Experience Credit for specific Clarion University courses with rationale, a resume, and the relevant documentation such as agendas from job training seminars and certificates of training program completion.)
- 3) In general, there should be a formal training component to the experience the student presents for review. That is, the experience should involve job seminars, technical training situations, corporate training programs or other similar formal settings in which learning is organized and focused upon particular objectives.
- 4) It is expected that the student shall demonstrate that she/he has the knowledge and skills equal to or better than those expected of persons who have satisfactorily completed the course for which life experience credit is being requested.
- 5) Before Life Experience Credit may be granted, students need to be admitted to and enrolled at Clarion University.

The Dean retains the right to make final decisions related to credit for life experiences. The Dean of the College will notify the student, registrar, student advisor, and department chair of his/her final decision.

Procedures for granting life experience vary slightly by area, so please contact the college, Venango Campus or department for specific information.

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Name: _____ Date: _____

Student ID #: _____

Address: _____

Phone: _____

Email: _____

Major: _____

List the course(s) and number of credits you are requesting for life experience credit.

	Clarion University Course Name & Number	Number of Credits Requested
1)	_____	_____
2)	_____	_____
3)	_____	_____
4)	_____	_____

Please identify and attach: a) An essay/narrative documenting life experiences relating to credit as noted in "procedures" 2-4; b) Indicate how your life experiences relate to specific course goals and descriptions; c) Provide documentation (certifications, proof of seminars, course grades, letters, etc.) supporting the application for this life experience; and d) A resume.

Submit this form and documentation to the academic department where your discipline resides if it is within the College of Arts and Sciences, College of Education and Human Services, or the Venango Campus. Students in business disciplines submit information to the College of Business Administration. If you have questions, please call 1-800-672-7171 (select "0") and ask for the college or department, or Venango Campus.

For College and Department use:

Course _____	Credits _____	Approved _____	Disapproved _____	Date _____
Course _____	Credits _____	Approved _____	Disapproved _____	Date _____
Course _____	Credits _____	Approved _____	Disapproved _____	Date _____
Course _____	Credits _____	Approved _____	Disapproved _____	Date _____

Total credits granted _____ For semester/year _____

Dept. Chair _____ Date _____

Dean _____ Date _____