

AREA OF RESPONSIBILITY: DIVISION OF ACADEMIC AFFAIRS
RESPONSIBLE CONTACT: UNIVERSITY REGISTRAR
POLICY IDENTIFICATION: ACADEMIC CREDIT FOR WORK/LIFE
EXPERIENCE
EFFECTIVE DATE: 1/08/07
REVIEWED: 1/30/09
LAST REVISED: 06/2024

On rare occasions, the University may award academic credit to adult learners with significant professional experience that may be determined to be comparable to courses listed in the current university catalog. The maximum number of credit hours that may be awarded for Work/Life experience is thirty (30) credit hours.

Eligibility criteria are below; the applicant must:

- be admitted to the University;
- be at least 25 years of age;
- have appropriate detailed documentation to validate experiences;
- prepare a written document that thoroughly and accurately addresses the experiences;
- be able to verbalize the experiences addressed in the document and
- demonstrate as appropriate.

To obtain Work/Life experience credits, the applicant must see his or her department chairman for instructions for submitting a portfolio of Work/Life experiences. This should be done after admission to the University. Upon review of the portfolio, the department chairman will make recommendations regarding equivalent courses and credit hours to be awarded to the Registrar for approval. The department chair will notify the student of final approval of credits for Work/Life experiences.

SPECIFIED PROGRAMS WILL BE GIVEN PRIOR APPROVAL TO EXCEED THE 30 CREDIT REQUIREMENT.