

CREDIT FOR PRIOR LEARNING APPLICATION

Name:

ID Number:

Course Prefix and number (ex. BUSI 124):

Semester Hours:

Term: Year:

Date of Application:

Have you submitted other applications for prior learning credit? Yes No

If yes, Term(s)/Year(s)/Course(s):

Briefly explain the nature of the experience for which you are seeking semester hour credit. Include approximate number of hours spent (minimum: 160 hours) and how the learning was evaluated.

Documentation: Indicate which documents/materials you have included as verification of the experience: tests, certificates, portfolios, supervisor's letters, computer programs, etc.

Final project: Include with this application the assignment chosen between you and your faculty advisor (research paper, portfolio, project proposal, digital project, certifications, military experience documents, etc.). Please submit all work to the Dean of Undergraduate Studies.

Reflection paper: Please submit a reflection paper of no more than five pages, detailing the learning which occurred from the experience. Consider including answers to the following questions as you write your paper:

1. What are the outcomes of the experience? In other words, what skills and competencies were achieved?
2. How does the learning which occurred from that experience equate with your studies at Salem College?
3. How have you applied related academic theories or principles to the experience?
4. In what ways does your experience relate to one subject or multiple bodies of knowledge and competencies?

Student

Date

Academic Advisor

Date

Department: Faculty

Date

Dean of Undergraduate Studies

Date

CREDIT FOR PRIOR LEARNING (CPL) PROCEDURE

Undergraduate students may receive academic credit for college-level learning derived from life experiences they have begun **prior** to admission to a Salem College degree program. Such experiences must be equivalent to a body of knowledge that the student would have acquired and received credit for in any given course at Salem College. These experiences should 1) be associated with a specific academic discipline at Salem and 2) have taken place over a time period of at least 160 hours (equivalent to four 40-hour work weeks). Possibilities include, but are not limited to: unique projects, work or volunteer experiences, courses, non-credit seminars, workshops or institutes. **A maximum of 12 semester hours may be earned for credit for prior learning.**

*Anything over 12 semester hrs. would need approval from the Associate Vice President of Academic Affairs and Dean of Undergraduate Studies.

Credits earned through CPL are considered non-residential and are not counted toward the 30 semester hours that must be completed at Salem College. Applications for CPL are accepted after a student is admitted to Salem. Applications must be submitted before the end of the add/drop period in a given semester.

Procedures:

1. Before submitting the application for CPL credit, students should consult with their academic advisor and a faculty member in the academic department in which the student seeks credit to discuss their intended proposal.
2. Proposals for the CPL credit must be submitted with a nonrefundable application fee of **\$25**. Payment of the application fee should not be construed as assurance that the course credits will be approved.
3. When agreed work is completed, the student then submits to the faculty overseeing the CPL. The proposal form must be accompanied by 1) an assignment demonstrating satisfaction of learning outcomes (ex. a term paper, portfolio, project proposal, digital assignment, professional development certificates, military experience) **and** 2) documents that support the CPL proposal (e.g. supervisor's letter, notice of seminars attended, certificates, performance appraisals, etc.). Students should keep a copy for their records.
4. Once submitted, the proposal is evaluated by a faculty advisor; at the faculty member's discretion, an oral examination may be required. On the basis of a rigorous assessment of the student's materials, the faculty advisor makes a course credit recommendation to the Associate Vice President for Academic Affairs and Dean of Undergraduate Studies. All documents are then submitted to the Associate Vice President for Academic Affairs and Dean of Undergraduate Studies for review.
5. The Associate Vice President for Academic Affairs and Dean of Undergraduate Studies reviews all recommendations before submitting the final credit recommendation to the Office of the Registrar for inclusion on the student's transcript.
6. Once your CPL proposal is fully evaluated, you will be notified that your proposal has been *accepted* or *denied*. If accepted, the credit will be added to your transcript once you have paid the CPL fee, as described in the academic catalog.