



Credit by Experience Application

(Available to currently admitted Degree-Seeking Students only)

Part 1 ▶ Students requesting Credit for Prior Learning must:

- Review the Credit for Prior Learning policies (ES 4544) and C4PL Crosswalk to determine eligibility
- Include \$50 Administrative Fee with application and appropriate documentation
- Check the appropriate box below
- Pre-Approved External Certification/Licensure (Must Attach Documentation)
- Approved Non-Credit Training (Must Attach Documentation)
- Equivalent Workplace Experience (Must Attach Non-Credit Portfolio Worksheet and Documentation)
- Non-Credit Training to Credit Conversion (Must Attach Non-Credit Portfolio Worksheet and Documentation)

Part 2 ▶ Student completes and submits to appropriate Academic Dean

Name: _____ DMACC ID: _____

Email address: _____ Program of Study: _____

Requesting Experiential Credit for the following course(s) – (Attach additional sheets for more courses up to 18 hours):

Course Number & Course Name	Credit Hours Requested

I feel that I am qualified for this/these credits because: _____

Student Signature: _____ Date: _____

Part 3 ▶ Academic Dean Initial Approval

Approved – There is a valid method for the student to earn credit for their experiences

Denied – Reason _____

Academic Dean Signature: _____ Date: _____

Part 4 ▶ Academic Program Confirmation:

Yes No -- Are the appropriate documents present for review?

Yes No -- Based on the review, does the student meet course competencies? _____ % of Course Competencies

Based on the answers above the request to take the Challenge Test is approved or is denied (check one)

Academic Program Signature: _____ Date: _____

Part 5 ▶ Academic Dean Final Approval

Approved – This is the FINAL APPROVAL FOR CREDIT Credit Hours Awarded: _____

Denied – Reason _____

Academic Dean Signature: _____ Date: _____

Part 7 ▶ Academic Dean – Forward to Registrar's Office Registrar@dmacc.edu

Registrar's Office Signature: _____ Date: _____

Procedures for the Credit by Experience Application

All courses requested for Credit by Experience credit must be within the student's academic program. Documentation must meet at least 80% of the course competencies for full credit and include payment of a non-refundable \$50 application fee prior to attempt. If less than 80% of competencies are met, portions of credit may be rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).

Step 1: Students interested in receiving credit by experience must review the policy and determine if they are eligible for credit from an existing agreements listed on the DMACC Credit for Prior Learning Crosswalk related to their current licenses/certificates or non-credit training. If so, the student must select one of the following:

- **Approved External Licensure/Certification** - Must attach a copy of the credential (Existing Crosswalk on File)
- **Approved Non-Credit Training** - Must attach a copy of completion certificate/transcript (Existing Crosswalk on File)

Students who do not qualify due to the absence of an existing agreement on the DMACC Credit for Prior Learning Crosswalk, may still seek course credit by completing the Non-Credit Portfolio/Skill Demonstration and Assessment Worksheet where they list out the credit course competencies (from the DMACC Catalog) that their licenses/certificates, work experiences, or non-credit training has also met. The student will need to select one of the following:

- **Equivalent Workplace Experience** - Must attach completed Portfolio and Assessment Worksheet with documentation
- **Non-Credit Training to Credit Conversion** - Must attach completed Portfolio and Assessment Worksheet with Documentation

Step 2: Students must complete Steps 1 and 2 of the Credit by Experience Application and submit the form with the appropriate documentation and \$50 fee to the appropriate academic Dean to begin the credit review.

Step 3: If approved, the academic department and the Dean's designee will review the attached documentation within 10 business days to determine if the student has met the criteria for course credit.

Step 4: Should the documentation be determined sufficient for course credit, the completed form will be returned to Academic Records for processing.

Appeals Process: If the Credit by Experience Application is denied, the student will be notified in writing by the program chair. Students can appeal the decision to the Vice President, Academic Affairs. The appeal must be made in writing and submitted within 10 business days of the denial.

Notes and Information

- Students may NOT use Credit by Experience for previously completed or failed DMACC courses.
- Students attempting to complete the Equivalent Workplace Experience Portfolio must meet a minimum of 80% of the course competencies to earn full credit as determined by the department offering the course in order to receive the credit.
 - If less than 80% of competencies are met, portions of credit may be rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).
- If the student demonstrates below the minimum requirement, the student will not receive a refund, and should register for the course.
- Results of Credit by Experience may not be transferrable to any other institutions.
- Upon successful completion of a Credit by Experience, and processing by the Registrar's Office, the credit will be posted to the student's academic record as "L."
- Students may appeal the credit award decision based on the following reasons only:
 - Score miscalculation.
 - Inconsistency with the College's Credit for Prior Learning policy.

PLEASE TYPE OR PRINT CLEARLY



NON-CREDIT PORTFOLIO/SKILL DEMONSTRATION AND ASSESSMENT WORKSHEET

Please Print:

Student's Name	<input type="text"/>	DMACC ID #	<input type="text"/>
Telephone #	<input type="text"/>		
DMACC Course	<input type="text"/>	Credit Hour Max	<input type="text"/>
		Assessment Date	<input type="text"/>

INSTRUCTIONS:

To receive full credit for a course, use the form below to explain how your experience meets 80% of the specified competencies for a course. If less than 80% of the competencies are met, portions of credit may be granted rounded down to the nearest full credit (e.g., if 30% of competencies for a 3 credit course are met, 1 credit would be awarded).

Attach as many sheets as is necessary to cover all of the competencies:

TO BE COMPLETED BY THE STUDENT			TO BE COMPLETED BY THE DEPARTMENT				
Course Competencies (Refer to Course Catalog)	Competencies Acquired Outside of DMACC	Type of Documentation/ Demonstration (Code* at Bottom)	Experience Satisfactory?		Relevant notes on the documented skill or ability?	Competency Met?	
			Yes	No		Yes	No
Total Credit Hours Awarded Based on Percentage of Competencies Met							

Committee Signatures:

Program Chair: _____

Date: _____

Academic Dean: _____

Date: _____

Registrar's Designee: _____

Date: _____

Upon completion of evaluation, forward to the Registrar's Office.

Experience Codes:

A - Awards

C - Course Content/Description (Credit or Non-credit) and Contact Hours

D - Drawings, Diagrams, Artwork, etc.

E - Work Experience, Job Description, etc. (Resume)

G - Graduation Credentials

H - High School Co-op Work Experience Training Plan

L - Licensure / Certifications

N - Narratives of Experience

O - Other

R - Employer Letters of Recommendation / Testimony

S - Skills Demonstrated (Identify Tasks and Abilities to Perform)

T - Transcripts

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