

# VIRGINIA WESTERN

## ***CREDIT FOR PRIOR LEARNING***

### ***PREVIOUS COMPLETION - EXPERIENTIAL LEARNING CREDIT***

#### **CONTENTS**

- ◆ *Requirements*
- ◆ **Requirements**
- ◆ *Application*
- ◆ **Application**
- ◆ *Approvals*
- ◆ **Approvals**

# VIRGINIA WESTERN

## Requirements

Virginia Western Community College recognizes that college-level learning occurs in settings other than the traditional classroom and, therefore, may grant credit to students who can demonstrate the academic merit of such experiences.

A student may be eligible for previous completion/experiential learning credit when the student's educational or occupational background or life experience closely parallels those experiences and objectives required by a college course. Credit is awarded only for documented learning that is equivalent to specific subjects at the college and is considered sufficient in content and length to warrant consideration for credit. It is the student's responsibility to provide proper documentation of experiences to be considered for credit.

For consideration of experiential learning credit, the following apply:

- The student must be enrolled in a program of study at the college;
- A student may not fail or audit a course at the college and later receive credit for the same course through a previous completion/ experiential learning option;
- A grade of "T" will be assigned if previous completion/experiential learning credit is awarded. This grade will not be counted toward the student's cumulative GPA;
- Credit earned through previous completion/experiential learning may not be used to meet the residency requirement for graduation;
- Virginia Western reserves the right to accept or reject credits earned from non-traditional, academic sources. With some exceptions, this credit is not guaranteed. Specific licenses, certifications, and specialized training that have been pre-assessed by the college (i.e., police academies, firefighter experience, CPS) are provided with the submittal of the certification alone;
- The applicability of previous completion/experiential learning credit toward specific degree program requirements is subject to the advisor, division dean, and the registrar's approval.

If you are interested in receiving credit for previous completion/experiential learning, please submit the following paperwork, along with the appropriate documentation, to your advisor or to the school dean that is responsible for the course.

**APPLICATION FOR PREVIOUS COMPLETION-EXPERIENTIAL LEARNING CREDIT**

---

---

**Supporting Documentation:**

In order to be awarded credit, you are required to provide specific evidence of the knowledge you acquired through your experiences, training and special accomplishments. Simply participating in an activity does not demonstrate that you mastered the content of a specific course. Sources of documentation may include: certification or licensure; certificates from training seminars or professional development workshops; work related manuals that you created; portfolios; professional letters or proposal that you wrote, or letters of verification with details of experiential learning (on company letterhead). Please note that submitted documentation will become a part of your student file. Demonstration of ability may be required.

---

---

**Part 1: To be completed by the student**

---

---

Name: \_\_\_\_\_ Empl ID: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone No. \_\_\_\_\_ Curriculum: \_\_\_\_\_  
Course in which credit is sought: \_\_\_\_\_ No. Credits: \_\_\_\_\_  
\_\_\_\_\_  
*Student Signature* \_\_\_\_\_ *Date* \_\_\_\_\_

---

---

**Where did you obtain this experience and what was the length of time spent on the activity?**

Business/Organization: \_\_\_\_\_  
Work/Activity: \_\_\_\_\_  
Dates of Activity: \_\_\_\_\_  
Estimate the length of time/number of hours involved in this work/activity: \_\_\_\_\_  
What was your primary responsibility or job description during this activity? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Identify any licenses or certifications, date issued, name of credential, ID or other number, and expiration. Please attach copies:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**Use this space to explain the “experiential learning” activity and its resulting competency. (Attach additional pages, if needed.)**

Description of Experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
College level learning acquired through the experience: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

---

**Part 2: To be completed by the faculty member or student's advisor.**

---

---

Describe the criteria on which the evaluation was based.

---

---

---

---

---

Describe and evaluate the student's knowledge and skills as they relate to the course for which he/she is requesting credit. Please include your conclusions about the scope and depth of learning, its level, and the rationale for your credit recommendation.

---

---

---

---

---

---

---

---

---

---

---

---

Faculty/Advisor Signature: \_\_\_\_\_

Date: \_\_\_\_\_

---

---

**Credit Recommendation:**

Credit is approved as requested

Credit is denied because: \_\_\_\_\_  
\_\_\_\_\_

School Dean Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Registrar Signature: \_\_\_\_\_ Date: \_\_\_\_\_

---

---