

**Clarion University of Pennsylvania
College of Business Administration (COBA)
Policies and Procedures**

**Policy Title: Credit for Life Experience
Policy Number: 180**

**Date Effective: February 16, 2007
Revised and Approved by Chairs' Council: February 15, 2007**

Purpose:

The College of Business Administration recognizes that certain students come to Clarion University with special life experiences that are directly related to the course work that they will receive in the college. This experience may be so comprehensive and germane to a student's study as to warrant the award of **Credit for Life Experience**. Though these situations may be rare, the college is willing to review student materials describing her or his life experience for the purpose of possible awarding of Credit for Life Experience described in the university catalog.

Procedure:

When a student believes that her or his personal life experience warrants the award of academic credit, she or he **must apply** for the credit through the Dean of the College of Business Administration. The student **must present written documentation** of the related experience detailing how the experience in employment, or other situations, was obtained and how it relates to 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 College of Business Administration courses with rationale, a resume, and the relevant documentation such as agendas from job training seminars and certificates of training program completion.)

In general, there should be **some formal training component** to the experience that any particular student presents for review. That is, the experience should involve on the job seminars, technical training situations, corporate training programs or other similar formal settings in which learning is organized and focuses upon particular objectives.

The College of Business Administration does not recognize simply having "done the job for years" as being suitable reason for awarding life experience credit. The academic experience in the College of Business Administration involves exposure to many differing approaches to business and organizational activity. Consequently, the experience of one person in one firm or organization may not necessarily be broad enough to assure appropriate coverage of necessary material. It is expected that the student shall demonstrate that he/she 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.

Once an application for Life Experience Credit is received by the Dean's Office, a determination will be made regarding the validity of the application by the Dean of the College of Business Administration. Frivolous or irrelevant applications will be returned to the student with notification provided to the various College of Business Administration departments involved. **Valid applications will be referred to the appropriate academic department within the college for review and recommendation.** The Dean of the College of Business Administration will make the final determination of credit award, if any, based upon the recommendation of the department and other relevant factors.

The Dean of the College of Business Administration will notify the student, registrar, student advisor, and department chair of his/her final decision. Before any Life Experience Credit is officially granted, the student must be admitted and enrolled at Clarion University of Pennsylvania.

Applications for Life Experience Credit should be sent to the following address: Office of the Dean of the College of Business Administration, Clarion University of Pennsylvania, 340 Still Hall, Clarion, PA 16214.