

In accordance with existing policies and procedures concerning evaluation of certain nontraditional learning experiences, Columbia Basin College may grant credit for successful completion of such experiences which may be applied toward the requirements for a certificate/degree offered at CBC. Credit hours will be computed by the College in accordance with current evaluation and accreditation policies concerning nontraditional learning experiences.

## POLICY

- Before a student can be granted credit for Experiential Learning and before the credit can become part of a student’s permanent record, the student must satisfy all of the following conditions:
  - Have earned 15 or more credits at CBC with a GPA of 2.0 or better and
  - Enrolled at CBC during the quarter the credit is awarded.
- Experiential Learning credit is granted only for classes that are regularly offered at CBC and approved by individual departments as experiential learning-eligible courses. Please check with the program advisor for the current eligible courses before submission as the courses are subject to change.
- No credit will be awarded if the student has earned credit in a similar course.
- Each request must be directed to the appropriate instructor who teaches the course or the department lead.
- Credits awarded will be recorded with a “P” grade and are specifically identified on the transcript as credits for Experiential Learning.
- Up to one-fourth of the total credits required for a CBC associate degree or certificate or One-fourth of the minimum upper level (300-400) course credits required for a CBC applied baccalaureate degree (Bachelor of Applied Science, Bachelor of Science in Nursing) may be earned through the prior learning assessment.
- Experiential Learning credits do not count toward the minimum CBC residency requirement.
- A course completed by experiential learning credits is not eligible to fulfill general education requirements.
- An appropriate designee will determine that a student has adequately demonstrated competency of a course within 6 weeks after all application materials are received (i.e., Section 2 is completed).

**Complete all sections in sequential order.**

## SECTION 1: TO BE COMPLETED BY STUDENT

1. Contact the Dean’s office to identify the appropriate designee.
2. Make an appointment with the designee and discuss Experiential Learning evaluation process.
3. Complete this section.

Name:	Student ID Number:
Quarter/Year requesting Experiential Learning credits: <input type="checkbox"/> Summer <input type="checkbox"/> Fall <input type="checkbox"/> Winter <input type="checkbox"/> Spring   Year _____	Current cumulative CBC GPA:
I request credits for Experiential Learning in:	
_____	_____
Course ID (e.g., ENGL& 101)	Course Title
Name of Faculty discussed Experiential Learning credit eligibility:	Number of Credits
Name of Faculty discussed Experiential Learning credit eligibility:	Date of the discussion:
<b><i>I understand the above policy and request my experiential learning credit assessment.</i></b>	
_____	_____
Student’s Signature	Date

## SECTION 2: TO BE COMPLETED BY STUDENT

1. Complete the Experiential Learning Portfolio (see the Guideline included in the form).
2. Pay the non-refundable fee to Hawk Central and attach receipt to this form.
3. Submit the portfolio to the appropriate designee.

## SECTION 3: TO BE COMPLETED BY APPROPRIATE DESIGNEE

1. Evaluate the Experiential Learning Portfolio. Contact the student if additional information and/or clarification is needed.
2. Complete this section to indicate the approval decision.
3. Submit the form to the Dean. **DO NOT return the form to the student for processing.**

Course Requested (e.g., ENGL& 101)	Credits	Approval	Decimal Grade	Evaluation Methodology/Reason for Disapproval
		<input type="checkbox"/> Yes <input type="checkbox"/> No		

*I certify the student has shown competence and knowledge for the course approved above at a performance level of a 2.0 grade point minimum and has earned the grade of P.*

\_\_\_\_\_  
Instructor/Designee Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION 4: TO BE COMPLETED BY DEAN

1. Sign the form for final approval.
2. Submit the signed form to Student Records (Mail Stop: H4)

*I certify the student has met the Experiential Learning credit requirements and authorize \_\_\_\_\_ credits be posted on the transcript with a grade of "P".*

\_\_\_\_\_  
Dean Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## SECTION 5: TO BE COMPLETED BY REGISTRAR

\_\_\_\_\_  
Registrar Name

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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## EXPERIENTIAL LEARNING PORTFOLIO REQUIREMENTS

Item Title	Specifications
Title Page	Title, Your name, Program name, Quarter/Year you started the program at CBC, Date of submission.
Table of Contents	A chronological listing of the items in the portfolio w/ page number.
Form	A completed Experiential Learning Credit Form.
Introduction	A brief statement (Max. 1-pg) about yourself, your ideas or expectations related to the portfolio, and/or any directions on how you want the reviewing team to read the portfolio.
Goals	Essay (Max. 2-pg.) stating your educational/professional goals.
Work Experience	Resume
Credit Summary	History of the program relevant courses taken in the past (even if the credits did not transfer) with year and institution. The courses must appear on the unofficial transcript(s).
Self-analysis of Learning	<b>Main section of the portfolio.</b> Narrative analysis and listing of supporting evidence for each student learning outcome of the course being petitioned for experiential learning credits.
Documentation	<p>A list of evidence documents. Varies by program and individual background. Examples include but are not limited to:</p> <ul style="list-style-type: none"> <li>• Letter(s) of recommendation from an individual who is qualified to verify the knowledge/skills acquired</li> <li>• Unofficial college transcript showing the completed courses</li> <li>• Industry certificate and/or license</li> <li>• Published work</li> <li>• Audiovisual presentation</li> <li>• Certificate of completion</li> <li>• Awards and/or recognition</li> <li>• Writing sample</li> <li>• Proposal sample (must be first-authored)</li> </ul>