

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 an Associate in Applied Science degree and/or restricted electives in the Associate in Arts & Sciences degree and Bachelor of Applied Science degree.

Credit hours will be computed by the College in accordance with current evaluation and accreditation policies concerning nontraditional learning experiences.

- Experiential Learning credit is granted only for classes that are regularly offered at CBC.
- No credit will be awarded if the student has earned credit in a similar course.
- The student must have earned 15 or more credits at CBC with a GPA of 2.0 or better.
- The student must be enrolled at CBC during the quarter the credit is awarded.
- A non-refundable fee per each credit must be paid for the Experiential Learning assessment.
- Each request for prior Experiential Learning should be directed to the departmental lead or coordinator and/or the Dean.
- Credits awarded will be recorded with a "P" grade and are specifically identified on the transcript as credits for prior Experiential Learning.
- One-fourth of the total credits required for a CBC degree or certificate may be earned through the Experiential Learning assessment process.
- Prior Experiential Learning credits do not count toward the minimum CBC residency requirement.

Complete all sections in sequential order.

Section 1: To be completed by student

1. Make arrangements for the Experiential Learning assessment with the departmental lead or coordinator and/or the Dean.
2. Complete this section.
3. Pay the non-refundable fee to Hawk Central and attach receipt to this form (Section 2).
4. Present this form to the departmental lead or coordinator and/or the Dean.

Name:	Student ID Number:
Quarter/Year:	CBC course for which credit is being requested:
Are you currently enrolled? <input type="checkbox"/> YES <input type="checkbox"/> NO	

Source of Learning Experience			
Please attach certificates or other documentation to support request for credit.			
Training Sponsor	Location	Subject	Dates (From/To)

I certify that I satisfactorily completed the above learning experience and apply for college credit in accordance with existing college accreditation and evaluation policies.

Student Signature

Date

Section 2: To be completed by student

- Pay the non-refundable fee to Hawk Central and attach receipt to the form.

Section 3: To be completed by the departmental lead or coordinator and/or the Dean

1. Coordinate the date/time for the Experiential Learning assessment with the student.
2. Upon completion of the Experiential Learning assessment, complete this section.
3. Certify that the student has shown competence and knowledge for the course(s) at a performance level of a 2.0 grade point minimum and has earned the grade of “P”.
4. Departmental lead or coordinator must submit form to dean for signature. DO NOT return the form to the student for processing.

CBC Course ID Satisfied	Credits	Approved	Evaluation Methodology
		<input type="checkbox"/>	
		<input type="checkbox"/>	
		<input type="checkbox"/>	

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

Departmental Lead or Coordinator Signature

Date

Dean Signature

Date

Submit completed and approved form to:
Student Records
Mail Stop: H4

*We are temporarily accepting this form via email while our campuses operate remotely.
Deans, please submit the completed form and documentation to Janet Garza via email.*

Section 4: To be completed by Student Records

Course	Credits	Approved
		<input type="checkbox"/>
		<input type="checkbox"/>
		<input type="checkbox"/>

Registrar Signature

Date