



# Request for Experiential Learning Credit

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*Section A.*

Name \_\_\_\_\_ ID# \_\_\_\_\_ SSN \_\_\_\_\_

Campus Box/Home Address \_\_\_\_\_

Equivalent Graceland Course \_\_\_\_\_

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*Section B.* Description of Experience (Attach additional pages if needed)

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*Section C.* College-Level Learning Acquired (Attach additional pages if needed)

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Please attach all supporting documentation and return to the Registrar's Office.

**FOR OFFICE USE ONLY**

Action:

Approved \_\_\_\_\_ Credit hours awarded

Denied credit.

Division Dean's Signature \_\_\_\_\_

## EXPERIENTIAL LEARNING CREDIT

Graceland University may award up to 30 semester hours of undergraduate credit for college-level learning that has occurred from prior work and life experiences. Prior learning is evaluated by appropriate department/division/faculty for degree-seeking students who have been admitted to the university. Students are assessed a recording fee for each credit hour recorded.

Students requesting experiential learning credit must submit, at least one year prior to graduation, a completed **Request for Experiential Learning Credit** form for each course and supporting documentation that verifies learning. Credit is generally awarded for learning that:

- Will apply toward the student's undergraduate degree program,
- Is measurable,
- Demonstrates a level of achievement defined by department faculty, i.e., course objectives are understood at the same level of understanding achieved through enrollment in the course,
- Has a knowledge base, and
- Is conceptual as well as practical.

Credit awarded to students is recorded on the academic record as "Prior Learning" credit with a grade of "P" (Pass) and the student will be billed for payment of the recording fee.

### Guidelines for requesting Experiential Learning Credit

1. Obtain a **Request for Experiential Learning Credit** form from your site coordinator or the Registrar's Office or online in My Graceland > Resources > Registrar > Important Forms & Links > Experiential Learning Credit. Complete *Section A*.
2. Complete *Section B*. Describe your experience concisely. Indicate where the learning occurred; when and how long the experience lasted (approximate number of hours), your job title, your major job responsibilities, the number of people you supervised if you were in a supervisory role, descriptions of seminars and workshops you attended, and titles and authors of books and articles which were helpful to you.
3. Complete *Section C*. Specify as precisely as possible the college-level learning you acquired from the experience described in Section B.
4. Attach and identify accompanying documentation that supports the learning acquired. Documentation may be presented in the form of third-party verification letters, job descriptions, certificates of training completed, commendations, evaluations, and samples of work.
5. Submit completed request form and supporting documentation to:  
Registrar's Office  
Graceland University  
1 University Place  
Lamoni, IA 50140