



## **GUIDELINES FOR EXPERIENTIAL CREDIT**

Kansas Wesleyan University (KWU), through the Enrollment & Financial Services office, evaluates and transfers credit hours from **regionally accredited** institutions of higher learning where the transferring credit hours have an “equivalent” or similar course within the Kansas Wesleyan University curriculum or where the course may be used as a general elective toward overall degree requirements. In addition, Kansas Wesleyan may also accept technical or vocational courses which meet the mission of the University and which have been taken at a post-secondary, regionally accredited two or four-year institution or through the military. A student may also gain college credit for courses taken through College–Level Examination Program (CLEP), Advanced Placement (AP), International Baccalaureate (IB), Military, Continuing Education Units (CEUs) or similar professional development, Vocational course work taken at non-accredited institutions, and for both work and life “experiences.” The total amount of credit possible from all of these sources when taken together is a **maximum of 30 hours**. In addition according to the Academic Catalog, at least 24 of the last 33 credit hours must be taken at KWU and at least 12 hours of the major. The following are the Guidelines used to evaluate and approve experiential credits.

### **EXPERIENTIAL CREDIT**

Many people have gained advanced learning, skills and knowledge from their work and life experiences and by taking courses from technical, vocational and/or certificate granting educational institutions. Because of the learning which has taken place outside of the Kansas Wesleyan University campus setting, students enrolled at Kansas Wesleyan may apply for college credit based on their work and life experiences and their technical, vocational and certificate course work from other educational institutions. Unless otherwise noted, experiential credits qualify for “elective credit” only; they do **not** qualify for required Major or Liberal Arts courses. All Experiential Credit policies and guidelines are subject to change without notice and all credit must be approved by the University’s Provost.

#### **Experiential Work Credit**

People learn and gain skills and knowledge by being employed in the general work environment. Universities support this concept by sponsoring and encouraging students to participate in internships, career-to-work programs, and other similar learning opportunities throughout their school experience. Universities realize that work experiences provide learning opportunities not only about specific occupational skills, but also about critical thinking, communication, team-building, logical reasoning,

interpersonal and social skills, decision making, liberal arts awareness, and other similar life skills. In recognition of this fact, Kansas Wesleyan University may grant up to a maximum of 15 hours college credit, provided the student adequately describes and documents the college level learning achieved. The following work categories are used when evaluating and determining this type of credit:

Category 1A Work Experience: This category of work experience is for **lower level non-management jobs** where the individual is closely supervised and their duties, skills, and responsibilities are highly defined. These types of jobs would include clerical, basic sales, and other similar non-management positions within an organization. The performance goals to be accomplished by the individual are usually repetitive and affect the organization's performance at the lowest operating level. **One hour of credit** may be granted for each full year worked in this category up to a maximum of 3 credit hours.

Category 1B Work Experience: This category of work experience is for **higher level non-management jobs** where the individual performs more diverse and complicated tasks requiring higher levels of skills and responsibilities while working with little or no direct supervision. These types of jobs would include more skilled positions such as auditor, administrative assistants, inventory administrator, accounts receivables/payables administrator, medical transcription, and other similar higher skilled non-management positions. The performance goals to be accomplished by the individual affect the organization's performance at the department level or above. **One hour of credit** may be granted for each full year worked in this category up to a maximum of 6 credit hours, however, no more than 6 hours of credit may be granted in Category 1A and 1B combined.

Category 2 Work Experience: This category of work experience is for **lower level management jobs** where the individual has discretionary decision authority over small amounts of organizational resources (time, money, equipment, information and/or people) and performs a limited array of projects and tasks requiring diverse management skills with minimal direct supervision. The performance goals to be accomplished by the individual affect the organization's performance at the functional level. **Two hours of credit** may be granted for each full year worked in this category up to a maximum of 6 credit hours.

Category 3 Work Experience: This category of work experience is for **middle level management jobs** where the individual has discretionary decision authority over moderate amounts of organizational resources (time, money, equipment, information and/or people) and performs an increasing array of more difficult and complex projects and tasks requiring broader and more diverse management skills with little or no direct supervision. The performance goals to be accomplished by the individual affect the organization's performance at the department level. **Three hours of credit** may be granted for each full year worked in this category up to a maximum of 9 credit hours. **For this category of experience, please attach an organizational chart showing your job/position in the organization and how it relates to middle level management.**

Category 4 Work Experience: This category of work experience is for **upper level management jobs** where the individual has discretionary authority over large amounts of organizational resources (time, money, equipment, information and/or people) and performs the most difficult and complex tasks and projects requiring a complete array of management skills with no direct supervision. The performance goals to be accomplished by the individual affect the organization's performance at the highest organizational level. **Four hours of credit** may be granted for each full year worked in this

category up to a maximum of 12 credit hours. **For this category of experience, please attach an organizational chart showing your job/position in the organization and how it relates to upper level management.**

Each of the above categories is somewhat subjective in nature due to the different jobs which may be performed and the size and scope of the organization, therefore each application for experiential work credit will be reviewed and evaluated by the appropriate academic department and the amount of credit given will be determined on a case-by-case basis. All of the categories of experiential work credit, when totaled together, are eligible for a maximum of 15 hours of credit. A \$25 evaluation fee will be charged for each credit hour requested, and a \$50 transcription fee will be charged for each credit hour granted in this category. These credit hours will be transcribed as no grade; consequently these credits will **not** be used for GPA purposes.

### **Experiential Life Credit**

Experiential life credit may be granted based on the actual life activities pursued by an individual and the amount of college level learning achieved during each activity. These activities may consist of acting in plays, singing in organized groups, writing, research, master gardening, extensive travel, community service, and other similar lifetime activities; however the **experience and learning must be extensive and fully documented**. Credit will be granted based on the extensiveness of the student's learning and their ability to apply it to college level learning. These credits will be considered and decided on a case-by-case basis by the Provost working with other appropriate University academic department(s) where necessary. A **maximum of 30 hours credit** may be awarded for this category. A \$25 evaluation fee will be charged for each credit hour requested, and a \$50 transcription fee will be charged for each credit hour granted in this category. These credit hours will be transcribed as "elective life credits" with no grade, consequently these credits will **not** be used for GPA purposes.

### **Experiential Specific Course Credit**

Many jobs and professional positions require a person to hold a license or to be accredited or certified by a governing body outside of an educational institution of higher learning. With this in mind, the University will grant "specific course credit" for the following professional course work provided the applicant has not already been granted credit for an equivalent college level course, and the applicant adequately documents their license and work experience.

**Investment Brokers License (Series 7):** credit for an Investments course (3 hrs).

**Insurance License (Life and Health Examinations):** credit for an Insurance course (3 hrs).

**Real Estate Agents License:** credit for a Real Estate course (3 hrs).

**Kansas Police Academy:** a graduate of a qualified Kansas Police Academy would receive up to 16 hours of credit in the following: Criminal Law (3 hrs), Criminal Procedures (3 hrs), Criminal Investigations (3 hrs), Human Communications (3 hrs), Concepts of Wellness (2 hrs), Lifetime Fitness & Recreational Activities (1 hr), First Aid & CPR (1 hr).

Any other similar license, certification or course of study requiring college level study and preparation (such as computer applications, computer networking, social work, lifesaving and CPR certificates,

Certified Financial Planner, and other similar courses) will be considered and evaluated, and credits may be awarded based on documented course content which is equivalent to current University type courses.

These credits will be considered and decided on a case-by-case basis by the Provost (in consultation with the affected academic departments) and the Registrar working together to verify the college level learning accomplished by each program or course of study. A **maximum of 30 credit hours** may be granted in this category. A \$25 evaluation fee will be charged for each credit hour requested, and a \$50 transcription fee will be charged for each credit hour granted in this category. These credit hours will be transcribed as “the specific course it represents” and consequently the course may be used to meet Major or Liberal Arts requirements. No grade will be assigned to these courses; consequently these credits will **not** be used for GPA purposes.

### **Coursework from Non-Accredited Institutions**

Many individuals have taken technical vocational and/or certificate course work and CEUs at non-accredited educational institutions which are not usually recognized by Kansas Wesleyan University yet these courses still represent significant learning. With this in mind Kansas Wesleyan may accept non-remedial technical, vocational and certificate course work which meets the mission of the University. Coursework taken at non-accredited post-secondary two or four year institutions may be granted ½ hour of credit for each hour earned. In the case of institutions which use “seat or clock hours” the credit hours earned will be determined by dividing the total number of “seat or clock hours” by 30. The University’s Registrar, in conjunction with the Provost, will make the final determination as to which courses will be granted credit. A maximum of 15 hours may be granted for non-accredited institutions. A \$25 evaluation fee will be charged for each credit hour requested, and a \$50 transcription fee will be charged for each credit hour granted in this category. These credit hours will be transcribed as “specific course credits” with no grade; consequently, these credits will **not** be used for GPA purposes.

### **IMPORTANT NOTES ABOUT EXPERIENTIAL CREDITS**

The following important things should be remembered about Experiential Credits:

1. **The student should work carefully with their academic advisor during the entire process.**
2. There is a **maximum of 30 hours total credit** for alternate means of credit and Experiential Credit hours combined. Unless otherwise noted, alternate means of credit and Experiential Credit qualifies for “elective credit” only; they **do not** qualify for required Major or Liberal Arts courses.
3. Where required, evaluation and transcription fees **do not qualify** for Financial Aid or for Federal loans. Evaluation fees must be paid at the time the request and documenting portfolio are submitted, and transcription fees must be paid before the hours will be added to the student’s transcript.
4. All credit obtained by alternate means **do not** count toward KWU residency requirements. Experiential work and life credits do count as four-year institution hours, and technical-vocational or certificate credit hours will be counted as either two or four-year institution hours depending on the type of institution where the credits were originally earned.

5. **All requests will be reviewed and evaluated on a case-by-case basis, and the number of credit hours actually granted will be determined by the student's ability to adequately document and explain the college level learning achieved in each category to the appropriate evaluation person or group. The Provost has final approval of all requests.**
6. All Experiential Credit policies and guidelines are subject to change without notice.
7. Other educational institutions may **not** accept these hours for academic credit.

### **THE EXPERIENTIAL CREDIT APPLICATION PROCESS**

To apply for Experiential Credit, the student must submit a well written and documented Portfolio describing their work and/or life experiences and the college level learning acquired from these experiences and pay the necessary review and evaluation fees. The Portfolio must contain the following sections:

Section 1: A completed "Request for Experiential Credit" form

Section 2: A detailed personal resume

Section 3: subsections for each set of credits requested with a detailed account of the activities performed and the things learned within each work, life or specific credit category. The request within each section **must include:**

- 1) the specific request for credit
- 2) the time periods and jobs/activities performed to support this request
- 3) a detailed list and brief explanation of the duties performed for each job/activity
- 4) a detailed list and brief explanation of the skills learned on each job/activity
- 5) a detailed list and brief explanation of the goals assigned and achieved on each job/activity
- 6) a detailed list and brief explanation of the level of discretionary decision authority of organizational resources for each job/activity, if applicable
- 7) a narrative description of what has been learned as it relates to college level learning on each job or activity, and
- 8) letters of recommendation, certificates of accomplishments or courses, projects completed, and other similar documentation which can be used to support the request for college level credit.

The Portfolio, along with the non-refundable fees required for evaluation and review must be submitted to the student's advisor at the time of the request. While the applicant's request for Experiential Credit should be made as soon as possible, **no** applications for Experiential Credit will be accepted until the student has been officially accepted at Kansas Wesleyan University.

Once the Request and Portfolio have been submitted, the student's advisor will have it reviewed and evaluated by the appropriate academic departments who will approve the actual number of hours of credit each department is willing to grant **based on the request and the supporting documentation**. Each academic department may also request additional supporting documentation or require additional work to

justify the credit hours requested and granted. This part of the process should take 14-28 days to complete.

After the Portfolio has been reviewed by the academic departments affected and a total number of hours to be granted has been determined, the student's advisor will then submit the Portfolio to the Provost for final review and approval (the student may be required to make some changes or additions based on the Provost's review). This part of the review and approval process should take no more than 7-21 days to complete.

Once the Portfolio has been reviewed and approved by the Provost, the student's advisor will notify the student and the student will pay a fee of \$50.00 per hour of credit granted and the hours will be added to the student's transcript. All Experiential Credit hours will be transcribed as either "work or life electives" or by specific course name depending on the type of credit granted. For grade purposes, all Experiential Credit hours granted will be listed as "CR" (credit) as no grade will be assigned for these credit hours and these credit hours will not be used for GPA computations. In addition, these hours will **not** count toward KWU residency hours required for graduation. This transcription process should take no more than 15 days following payment of the transcription fee.

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**For more information concerning Experiential Credits or for assistance in applying for these credits, please contact your Advisor.**

## **Appendix**

#1 Sample memo for transcription payment

#2 Sample letter Provost's approval

#3 Sample memo for review payment

#4 Sample letter for student notification

**SAMPLE MEMO  
FOR TRANSCRIPTION**

**[Faculty name]**  
**[Rank] – [Department name]**  
**Kansas Wesleyan Campus**  
**Box 33 University**  
**100 East Claflin, Salina, KS 67401-6196**  
**Office = 913-827-5541 ext. [#]**  
**Fax = 913-827-0927 Attention: [Faculty name]**  
**E-Mail: [Faculty email address]**

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TO: Business Office  
Enrollment Services Office  
RE: Transcription Request  
[Student name and ID #]  
DATE: \_\_\_\_\_

Wayne and Krista:

The Provost has approved \_\_\_\_ hour(s) of credit for this student as per the attached copy of the Provost's approval. Attached is a check for \$\_\_\_\_ covering the cost of transcription for \_\_\_\_ total hours which is what he needs to fulfill the graduation requirements (\_\_\_\_ hours times \$50 per hour). Would you please post the charge and payment to the appropriate account and then transcript the hours as noted in the Provost's attached approval.

Please let me know if you have any questions or concerns. Thanks!

[Faculty name]  
Ext [#]

Distribution: Business Office with Payment and with a copy of the Provost's Approval  
Enrollment Services Office with a copy of the Provost's Approval  
Student File  
Follow-Up File

**SAMPLE LETTER  
REQUESTING PROVOST'S APPROVAL**

[Date]

[Provost Name]  
Executive Vice President/Provost - Kansas Wesleyan University  
100 E. Claflin  
Salina, KS 67401

Dear \_\_\_\_\_,

[Student name and ID #] has submitted a Request and a Portfolio for review and evaluation. The necessary review fee has been paid and forwarded to the business office.

After careful study of the request and Portfolio, the following credits have been approved by the appropriate departments:

- [Credit hour(s)] for \_\_\_\_\_ Electives  
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- Total of \_\_\_\_\_ hour(s) of credit

Based on the attached approvals, I am requesting a total of \_\_\_\_ hour(s) of credit. In support of this request I am submitting the Portfolio and approved review form for your final review and approval according to The Guidelines for Experiential as of April 2013. Once you have approved or modified this request, I will notify the student and arrange for payment to the Business Office and transcription through the Registrar's Office. **Please keep this original request form and the supporting documents for your files**, and return the copy with your signature to me for further processing.

Thanks, and please let me know if you have any additional questions or concerns about this request or Portfolio.

Sincerely,

[Faculty Name]  
[Rank and Department]

Provost's Action

Revised April 2013

Portfolio Approved for \_\_\_\_ Hours \_\_\_\_/\_\_\_\_/\_\_\_\_

Provost's Signature \_\_\_\_\_

Portfolio Referred Back to [Faculty Name] \_\_\_\_/\_\_\_\_/\_\_\_\_

Attachments:

Evaluation

Portfolio

Distribution:

Original to Provost

Students Copy - Signed by the Provost and returned to [Faculty Name]

Student File Copy

Faculty follow-up Copy

**SAMPLE MEMO  
FOR PAYMENT**

**[Faculty Name]**  
**[Rank and Department]**  
**Kansas Wesleyan University**  
**Campus Box [#]**  
**100 East Claflin, Salina, KS 67401-6196**  
**Office = 913-827-5541 ext. [#]**  
**Fax = 913-827-0927 Attention: [Faculty Name]**  
**E-Mail: [Email address]**

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TO: Business Office and Enrollment Services Office  
RE: Portfolio Evaluation Fee Payment  
[Name of student and ID #]  
DATE: \_\_\_\_\_

[Business Officer and Registrar]:

This memo is to inform you that the person listed above is requesting \_\_\_\_\_ hour(s) of Portfolio credit. Review fees of \$\_\_\_\_\_ (\$25 per credit hour requested) have been paid by the attached check.

Please let me know if you have any questions or concerns.

[Name of Faculty]  
[Rank]  
Department [Name]  
Ext 2119

Distribution: Business Office with Fee Payment  
Enrollment Services for In Process (IP) Transcription  
Student File  
Copy for Business Office when making Faculty Review Payment Application

Revised April 2013

## SAMPLE LETTER STUDENT NOTIFICATION

[Date]

[Student Name]  
[Address]  
[City], [State] [Zip Code]

[Student Name],

Your Portfolio request for \_\_\_\_\_ hours of credit has been reviewed and approved for \_\_\_\_\_ hours of credit by the Provost. You will receive the following credits:

- \_\_\_\_\_ hours of credit for \_\_\_\_\_
- \_\_\_\_\_ hours of credit \_\_\_\_\_  
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- Total of \_\_\_\_\_ hours of credit

The cost of transcription for these credits is \$\_\_\_\_\_ (\_\_\_\_ hours x \$50.00 per hour transcription fee) which is payable to the University. Please bring me a check within the next 7-14 days for the \$\_\_\_\_\_ (made out to Kansas Wesleyan University) and I will forward it to the Business Office along with the request to transcript the approved credits. Congratulations on doing the work necessary to convert your experience to college credit.

Please let me know if you have any additional questions or concerns about this request or Portfolio.

Sincerely,

[Faculty]  
[Rank and Department]

Distribution  
Original to Student  
Copy to Provost's Office  
Copy to Students File