



Office of the Registrar
Ochre Court, Room 203
100 Ochre Point Avenue
Newport, RI 02840-4192
Tel: 401-341-2943 * Fax: 401-341-2996
sruregistrar@salve.edu

**APPLICATION
CREDIT FOR LEARNING ASSOCIATED WITH LIFE EXPERIENCE**

Student Information

Student Name: Last _____ First _____ MI _____

Student ID: _____ **Date of Birth:** _____ **Expected Graduation Date:** _____

Address: _____

E-Mail Address: _____ **Cell Phone:** _____

Course for which life experience credit is requested:

Department: _____ **Dept. Chair:** _____

Course Number: _____ **Course Title:** _____

Student Signature: _____ **Date:** _____

NOTICE: Fees are charged based on credits granted: \$200 for 1-3 credits, \$350 for 4-6 credits, and \$500 for 7-9 credits

Academic Evaluation

To Be Completed by Department Chair and Dean of Undergraduate Studies

Department issuing life experience credit:	
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Course Equivalent to life experience:	
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Number of credits awarded:	
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Reminder: A limit of 9 credits may be earned and applied to an undergraduate degree through this process.

Signatures Required:

Department Chair: _____ **Date:** _____

Dean of Undergraduate Studies: _____ **Date:** _____

*Upon approval, deliver to Office of the Registrar
with signed Statement of Student Responsibility*



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Statement of Student Responsibility

Before completion of registration at Salve Regina University, you must read and accept this agreement acknowledging that you understand and agree to the University's Terms and Conditions of Financial Responsibility.

- 1) I am obligated to pay Salve Regina University all tuition, room and board (if applicable), all associated fees and charges incurred with your specific courses or course of study.
- 2) All payments are due by the published due dates for the registered semester. All unpaid balances may be assessed a late fee, be reviewed for Administrative withdrawal, refused registration for future semesters, denied access to residence halls and meal plans, refused grades, transcripts and/or diploma, and disallowed participation in commencement ceremonies.
- 3) I am responsible for collecting and submitting all third party payments in a timely manner, including, but not limited to, military, scholarships and employee benefits to be credited to my account.
- 4) I am responsible for completing all Financial Aid paperwork by the announced deadlines. The Office of Financial Aid reserves the right to reduce, increase, or otherwise adjust financial aid for which it is responsible.
- 5) I understand that charges greater than six months delinquent will be placed with a third party collection agency and I will be liable for all additional fees and costs associated with the collection of the unpaid balance, including but not limited to collection agency fees, court costs and attorney fees. Collection costs will significantly increase the student's financial obligation.
- 6) My failure to attend classes does not constitute an official drop or withdrawal. Official paperwork must be completed and submitted to the appropriate office. Prorations will be subject to the Universities current published refund schedule. The date used to determine the refund, if applicable, is the date completed paperwork is received at the University.
- 7) I am responsible for maintaining all contact and information, including but not limited to billing information. If I have not received a statement by 8/15 for fall and 12/15 for spring, the student is responsible for accessing the statement through the online student portal or obtaining a statement from the Business Office.
- 8) I understand that by agreeing to this statement I have read and understand the policies and procedures set out in the Graduate and Undergraduate catalog and agree to abide by the same.
- 9) I understand that this agreement to these policies applies to this registration and all subsequent changes in my registration throughout the semester.

Student Signature: _____ Date: _____



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PROCEDURES FOR REQUESTING CREDIT FOR LEARNING ASSOCIATED WITH LIFE EXPERIENCE

Salve Regina University has established the following procedures for evaluating the learning that has accompanied life experience. The University does not award academic credit for experience, but rather for the learning associated with that experience. Students who wish to apply for academic credit on this basis must first be matriculated into an undergraduate program at the University. A limit of nine credits may be earned and applied toward an undergraduate degree through this process. Fees are charged based on credits granted: \$200 for 1-3 credits, \$350 for 4-6 credits, and \$500 for 7-9 credits. Application procedures include the following steps:

1. Discuss the request for credit through life experience with the appropriate Department Chair to determine:
 - Whether the experience may be worthy of consideration for academic credit
 - What specific course(s) should receive the student's attention in preparing a portfolio
 - What approximate credit value might be requested for each subject area, the total not to exceed 9 credits
2. Compile a portfolio containing the following information:
 - A description of the experience(s) upon which the evaluation is to be made, including the specific areas of knowledge which the student gained through the experience. The description would typically range from 200 to 500 words or more, based on the extent of experience.
 - An explanation of the ways in which the acquired knowledge and skills would fit into the student's degree program, whether applicable to the major, minor, or core curriculum. Students should focus on knowledge areas that are comparable to specific courses in the undergraduate catalog.
 - Documentation of learning experience, such as transcripts from other institutions, certificates, letters from employers, essays, published articles, and other samples of work demonstrating the appropriate learning.
 - If the above documentation is deemed sufficient to demonstrate an understanding of the knowledge claimed, additional documentation may be required of the student, including a paper written for the purpose and/or an oral consultation with designated faculty.
3. When the portfolio is completed, the student submits it to the appropriate Department Chair for an official evaluation of the contents. The application serves as a cover page for the portfolio, with the portion for student information already completed and signed by the student prior to submission.
4. The Department Chair will consult with the Dean of Undergraduate Studies to review the request. For credit through life experience to be granted, both officials will sign the Application for Credit for Learning Associated with Life Experience, indicating course equivalencies and credit value.
5. The Department Chair will convey the approved application form to the Office of the Registrar. In due course the credits will be posted on the student's transcript and the student will be notified by email. The Business Office will charge the appropriate fee to the student's account. Transcript requests are honored when the student has a satisfactory student account, including payment of this fee. The Department Chair will return the original portfolio to the student.
6. University policy on repeated courses stipulates that credits are not awarded twice for the same course; consequently, credits awarded for life experience may be nullified if the student attempts to gain duplicate credit through course work.