

## National College Application for Life Experience Course Credit

National College of Business & Technology recognizes the value of experiential learning as a part of the applicant's overall educational experience. If an applicant desires the College to evaluate life experience for course credit, please complete this application in detail.

### Part I - Student Information

Student's Name: \_\_\_\_\_  
Street address: \_\_\_\_\_  
City, State, Zip: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Major: \_\_\_\_\_ Minor: \_\_\_\_\_  
Campus: \_\_\_\_\_ Term of Application: \_\_\_\_\_

### Part II - Requested Course Work for Credit

Please identify the course for which you wish to receive life experience credit. (*Note: The maximum amount of credit earned for life experience will be limited to two classes or eight (8) credit hours for an Associate's degree and four classes or sixteen (16) credit hours for a Baccalaureate degree.*)

Course # \_\_\_\_\_ Course Name \_\_\_\_\_

### Part III - Application Criteria and Requirements

Your Campus Director will provide you with an Instructional Outline of Syllabus for each course for which you wish to receive life experience credit. Please use the Instructional Outline of Syllabus to review the course *Learning Objectives* or *Intended Learner Outcomes* to assist you in writing a narrative which documents how your experience directly relates to the course in question.

Please submit this application, narrative, and any other pertinent documentation (see I-III below) to your Campus Director. *The Life Experience Review Committee must receive these materials by the fifth week of the term in order for your petition to be considered for credit for the following term.*

I. Detailed documentation and substantiation of your experience to be considered.

- A. Duties
- B. Responsibilities
- C. Seminars Attended
- D. Other criteria

II. Written letters of superiors or co-workers who can attest to your experience as it relates to the course for which you are seeking credit.

III. Other information that may assist the committee in making a determination:

Signature \_\_\_\_\_  
Date \_\_\_\_\_

For Office Use Only:

Date Received by Campus Director: \_\_\_\_\_

Date Received by LERC: \_\_\_\_\_

Determination: P Approved P Disapproved