

Request for Credit for Professional or Life Experience

Student Name: _____ Date of Request: _____

Course Name & No. for which credit is desired: _____

Total credits requested for this class: _____

Please provide the following:

1. Five page integrated paper describing and explaining the life experience for which you are requesting credit. How does it fit with/apply to what would have been covered in the class for which it is being substituted?
2. Name of supervisor and contact information.
3. Two written references from supervisor or others with whom you worked.
4. Number of hours actually spent in the situation for which you are requesting credit.
5. A copy of the evaluation if you were evaluated.
6. Finally, you must pass a knowledge equivalency test to assure the content of the class for which you want consideration has been mastered. This test will take whatever form the MBC professor deems appropriate and requires a minimum score of 90%.

Please attach any additional documentation or information you would like the Academic Committee to consider in making their decision.

Please note that no more than six (6) credits will be given per student for professional or life experience. All appeals to this limit require a meeting with the academic committee. Some MBC classes may be excluded from consideration.

Academic Committee Approval

Date