

## Credit For Prior Learning Student Checklist

### **Credit for Prior Learning**

CSUB grants up to 12 semester units of credit for: (1) examinations; (2) learning, knowledge, or skills acquired through experience; (3) learning acquired outside of traditional higher education; and/or (4) education, training and service provided by the Armed Forces of the United States. Students should be aware, however, that policies for earning credit for prior learning vary from campus to campus in the CSU. The amount of credit for experiential learning is determined only after self and faculty assessment of the scope and quality of the learning. Evaluation of experiential learning takes varied forms, including written examinations, portfolios, personal interviews, and demonstrations. Frequently, complementary academic study will be required prior to the awarding of credit.

There are several restrictions on Credit for Prior Experiential Learning:

1. Students shall not be awarded Credit for Prior Experiential Learning until they have completed 15 semester units in residence;
2. Credit for Prior Experiential Learning shall not count as resident credit and shall be awarded only on a credit, no-credit basis;
3. Credit for Prior Experiential Learning shall not exceed 12 semester units;
4. Only undergraduates are eligible to receive Credit for Prior Experiential Learning, and the credit may not count for post-baccalaureate credit.

Students interested in pursuing this option should consult with the appropriate School Dean or department chair. Forms are available from the Academic Programs website ([www.csub.edu/academicprograms/experiential-learning](http://www.csub.edu/academicprograms/experiential-learning)).

### **Materials Needed:**

\_\_\_\_\_ Petition to request prior learning credit  
(Return to Academic Programs Office when signed)  
\* This form needs to be signed by the Student, Faculty/Staff Advisor, and Department Chair.

\_\_\_\_\_ Updated Resume (For Academic Programs Office and Faculty/Staff Advisor)

\_\_\_\_\_ Support Materials (For Academic Programs Office and Faculty/Staff Advisor)  
\* Needs to include any materials relevant to the experiences for which the prior learning credit is being asked for.

\_\_\_\_\_ A formal Letter of Reason for Credit for Prior Learning (For Academic Programs Office and Faculty/Staff Advisor)

Once all materials are completed and filed with the Academic Programs Office, the student will be added to the appropriate 4890 course and receive the number of units as designated by the Department Chair.