

PENNSYLVANIA COLLEGE OF TECHNOLOGY

School of Business & Computer Technologies

ATHS E257
(570) 327-4517

Credit for Work/Life Experience Application

READ THIS FIRST: You must be currently registered at Penn College to apply for and receive credit for work/life experience. Each application may be used to request credit for only one course. Students enrolled in a course that they wish to challenge through work/life experience must submit application materials to the school office at least four weeks prior to the start of the semester. You cannot apply more than once for credit for work/life experience for the same course. Approved credit for work/life experience will be shown on your transcript after you earn 12 credits at the College. Credit for work/life experience is not used in calculating your cumulative grade point average and may not be used to remove any grade posted for the course(s).

Please follow these steps in our application process:

- Contact the school office and request a College-approved course abstract for each course you want to request work/life credit. This will give you information on the specific student outcomes associated with the course(s).
- Meet with the department head of the department offering the course to discuss the specifics of your request and to determine the necessary materials for your application portfolio. The department head may refer you to a faculty member, with whom you should discuss your request further.
- Submission requirements:
 - Place completed credit application form on top of your application materials (next page).
 - Include a detailed portfolio of material with rationale and documentation that demonstrates evidence that you meet or exceed the specific student outcomes or course competencies listed on the course abstract.
 - Include signed statements from current and/or former supervisors that verify and explain the type, level of skills, and experiences you acquired as evidence that you meet or exceed the course requirements. Also, provide current contact information for all such references.
- Pay a fee of **\$50** per application to the Bursar's Office (SASC 2098) and bring your receipt and your completed application to our school office (ATHS E257). No review of applications will occur until a receipt is presented.
- An appropriate faculty committee will be assigned to assess the materials accompanying your application. Submitted applications and portfolios become the property of the College.
 - The committee may request a meeting with you to discuss any questions/concerns regarding the materials in your portfolio.
 - The committee may also require you to complete practical exercises and/or take examinations to demonstrate your level of competence.
 - The committee will make a recommendation to the dean and the final decision will be communicated to you.

Please direct any questions regarding Credit for Work/Life Experience to the School of Business and Computer Technologies.

PENNSYLVANIA COLLEGE OF TECHNOLOGY

**School of Business & Computer Technologies
Credit for Work/Life Experience Application**

Date submitted _____

Student name _____

Student ID number _____ Major _____

Telephone # _____ E-mail _____

Course code _____ (e.g., MGT115) Scheduled for the course: Yes No

Course name _____ (e.g., Principles of Management)

Student Signature

For Office Use Only:

Date Received in Office _____

Date Sent for Review _____

_____ Registered for the course

_____ Receipt presented

_____ Scheduled for the course

_____ Previously took course

Processed by _____

Faculty committee members _____

_____ Approval _____ Denial

Comments, if Denial: