

## UNIVERSITY OF EVANSVILLE

### Prior Experience Policy

The University of Evansville will award credit for work experience or specialty certifications for students in the University Studies program. Students may request up to 12 credit hours to fulfill requirements for their degree.

A student requesting to earn credit for work experience must have a minimum of 2000 hours of full time work or volunteer experience. A student interested in applying for this credit must submit a copy of his/her resume or C.V. and a portfolio which documents how this experience addresses the student's mastery of the educational objectives of the University. Within the portfolio, the student must document how his/her prior experience meets the University's credit hour policy. One hour of requested credit, must equate to three hours of independent study per week over a 15 week semester for a total of 45 hours.

A student may petition to earn credit upon admission to the University Studies program or at any point prior to graduation. A student whose portfolio does not demonstrate the required number of work hours or the depth of reflection necessary in the portfolio will be required to enroll in and successfully complete the additional hours necessary for degree completion.

Once the materials are approved, the student will pay the associated fees of \$50 per credit hour and then be awarded the credit for his/her experience and the credit will be reflected on his/her transcript.

Students requesting credit for prior military training and experience must notify the Director for the Center for Adult Education as well as the Registrar for a transcript review after receipt of University acceptance.