



*University Community (faculty, undergraduate students and University Undergraduate School administration)*

SUBJECT (R*)	EFFECTIVE DATE (R*)	POLICY NUMBER (O*)
CREDIT FOR NON-COLLEGE LEARNING	June 29, 1994	340.110

**POLICY STATEMENT (R\*)**

Awarding credit for work experience is the prerogative of each academic unit. Only degree-seeking students are eligible to receive such credit. No more than six credits may be awarded at the upper division only for documented learning which demonstrates achievement of all outcomes for specific courses in an approved degree program. Awarded credits are identified on student's transcript as credit for prior experiential learning, and their evaluation and the basis on which they are awarded are documented upon request from another institution.

**REASON FOR POLICY (O\*)**

To establish standards for awarding of life/work experience.

**PROCEDURES (O\*)**

Unit policies must be approved by Faculty Senate through established curricular review and evaluation channels, and on file in the unit offices. Student must apply for Life/Work Experience credit. Previous work experience must be documented by letters from employers, a resume, and a statement from student seeking credit. Once the awarding of credit has been approved by the Dean or the Associate, a Documented Life/Work Experience form is completed, signed and sent to the Registration & Records Office for approval and Award of credits. The student's resume must be attached to the form.

**RESPONSIBLE UNIVERSITY DIVISION/DEPARTMENT (R\*)**

Undergraduate Education  
Florida International University

**RESPONSIBLE ADMINISTRATIVE OVERSIGHT (R\*)**

Undergraduate Education  
Florida International University  
11200 S.W. Eighth Street, PC 245  
Miami, Florida 33199  
Telephone Number: 305-348-2800

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\*R = Required \*O = Optional