



### CREDIT FOR ALTERNATIVE LEARNING EXPERIENCE (CALE)

# POLICY, GUIDELINES AND PROCEDURES

#### **Policy**

South Puget Sound Community College believes flexibility, innovation and experience-based learning are essential ingredients in the educational process and is committed to providing a variety of alternatives to credit by classroom learning. The Credit for Alternative Learning Experience (CALE) program has as its objective the identification, articulation and evaluation of college-level learning acquired in non-college or non-accredited college settings and to award credit based on valid and reliable measurements of that learning.

### **Guidelines**

- 1. Students must enroll in and complete at least 15 college level credits with a minimum GPA of 2.00 at South Puget Sound before any credit covered by this program is accepted.
- 2. Students planning to use credits earned through this method should consult with an advisor to determine if coursework is applicable to their program and whether or not it is possible to receive credit.
- 3. CALE applies to experience gained in a formal setting, i.e. workshops, non-accredited schools and colleges in the United States, foreign colleges, vocational technical institutes, military training, employer training, etc.
- 4. At this time CALE does not apply to life experiences such as travel, home making, volunteer activities, work/military job experience, OJT, MOS, etc.
- 5. Credit will be granted only for documented learning which applies to a degree offered at South Puget Sound. The coursework must be equivalent to college courses and may not duplicate coursework completed at South Puget Sound or another college. It is the student's responsibility to provide full and complete information, which documents college level equivalent learning. Insufficient or incomplete documentation will be cause for not granting credit.
- 6. Students will be charged a \$25.00 application fee. The fee amount is subject to change but will be charged in accordance with established college procedures and is required even if no credits are awarded. Some programs allow posting of specific courses on the student's transcript; for this service there is a \$10.00 per credit fee.

#### **Procedures**

- 1. Petition for CALE credit shall be made by completing the other side of this form and submitting it to the Office of Admissions after the required fee is paid to the cashier.
- 2. Students must submit documentation concerning their training at the time of the petition.
- 3. Petitions will be reviewed by appropriate staff and/or faculty and students may be required to meet with faculty. The evaluation process may take one or more quarters to complete.
- 4. Credit awarded will normally be identified on the student's transcript with the source of credit at the time of graduation. Only those credits needed for graduation will be posted on the transcript.

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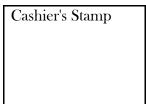
Name		Phone Number		
Last	First	M.I.		
City		State	Zip	
financial aid, Hope/Lifetime Learning to SSN and student identification number Petition is hereby made for experiences toward the	rements, disclosure of your ax credits, academic transe to insure the correct transe r Credit for Altern	r social security number (SSN) ma cripts, assessment, or accountabili cript is sent upon request." native Learning Experie _ program/degree.	ay be authorized for the purposes of state and federal ty research. South Puget Sound Community College ences. Please evaluate the following Dates Attended	e asks for
Previous Training 1 2 3				
3				

To assist in the evaluation, I have enclosed documentation concerning the above. I understand that the \$25 fee which I have paid to the cashier is non-refundable, even if I am not awarded credit.

DATE

SIGNATURE

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_



COURSE EQUIVALENCIES AND CREDITS:

COMMENTS: