

SOUTH PUGET SOUND COMMUNITY COLLEGE



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.

CREDIT FOR ALTERNATIVE LEARNING EXPERIENCE (CALE)

Name _____ Phone Number _____
Last First M.I.

Student Address _____

City _____ State _____ Zip _____

Student ID No. _____ *Social Security No. _____

"In compliance with state/federal requirements, disclosure of your social security number (SSN) may be authorized for the purposes of state and federal financial aid, Hope/Lifetime Learning tax credits, academic transcripts, assessment, or accountability research. South Puget Sound Community College asks for SSN and student identification number to insure the correct transcript is sent upon request."

Petition is hereby made for Credit for Alternative Learning Experiences. Please evaluate the following experiences toward the _____ program/degree.

(List one program only)

Previous Training	Location	Dates Attended
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____
4. _____	_____	_____

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:

Cashier's Stamp