

Information and Application Process

"Sweet is the memory of past labor." – Euripide

What kind of experiences can I potentially receive credit for?

Students may request credit for work experience, military training, travel, internships or in-service, seminars and workshops, independent study or research, art, music, filmmaking, or journalism.

What type of documentation do I need to support my request for credit?

Students must supply documentation in the form of a portfolio to support their request for credit, such as a resume, job descriptions, evaluations, letters, certificates, registrations, work samples, writing samples, programs of performances, and/or lectures given.

How is my prior learning experiences evaluated?

Prior learning may be evaluated by exam, a portfolio, certificates and registrations, product, presentations, or exhibits. The advisor will award satisfactory (S) credit for the successful completion of a portfolio.

How much credit can I receive from my prior learning experiences?

Students may receive up to 30 semester hours toward the 60 credits required for an associate's degree and 60 semester hours of credit toward the 120 credits required for a bachelor's degree. The Office of Student Accounts will charge reduced tuition for prior learning credits.

Are credits earned through the Prior Learning Program considered for academic status, financial aid, academic honors, etc.?

Credits earned through the Prior Learning Program are excluded when determining eligibility for financial aid, full- or part-time status, Dean's List, Academic Achievement List, and proof of U.S. residency (I-20 verification).

When can I request prior learning credit?

To request prior learning credits, you must be formally admitted to Madonna University and have satisfactorily completed a minimum of 12 semester hours of course work at Madonna University.

What are the steps to request prior learning experiences to be reviewed for credit?

- 1) After formally being admitted to Madonna and have satisfactorily completed 12 semester hours of course work, you may complete the [Prior Learning Credit Evaluation form\(s\)](#). Please submit one Prior Learning Credit Evaluation Form for each program/department that will evaluate credits at the same time.
- 2) Submit the Prior Learning Credit Evaluation form(s) to the Office of Academic Advising (Room 1111) to begin the evaluation process. Both the Office of Academic Advising and the department chair will assist you through the remaining steps.
- 3) With the assistance of a department advisor, you will decide what course content has been mastered, how the knowledge can be documented and evaluated. The advisor meeting is very important to successfully completing this process and obtaining credit.
- 4) Submit the necessary documentation in the form of a portfolio to the Office of Academic Advising. Both, the Office of Academic Advising and department chair assumes the responsibility to monitor the process, evaluate the learning, assign grade(s), number of semester hours, and sign the Prior Learning Credit Evaluation form. After the evaluation has been successfully completed, both the Director of Academic Advising and the department chair will sign the Prior Learning Credit Evaluation form. **An "S" grade is given for Prior Learning Program credit.**
- 5) After prior learning credit has been awarded, submit the approved and signed Prior Learning Credit Evaluation form and a completed Registration Form to the Office of the Registrar to register for the courses. Earned credits through the Prior Learning Program are added to your academic record/transcript at the end of the term in which the credits are registered.

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- 6) Tuition for credits earned through the Prior Learning Program is reduced. A processing fee is applied to your student account as well. Please check with the [Office of Student Accounts](#) for tuition and processing fees for credits earned through the Prior Learning Program.

Where can I gather more information about the Prior Learning Program at Madonna University?

The most recent Madonna University Undergraduate [Bulletin](#) provides additional information regarding the Prior Learning Program and its various components. Also, you may contact the Office of Academic Advising at 734-432-5417 or advising@madonna.edu. The Office of Academic Advising has sample student portfolios for your review to assist you in your own preparation.