CERTIFIED LEARNING APPLICATION/REGISTRATION

Date: _____ Learner’s Name: _____ Learner’s ID #: _____

Center: □ Cincinnati □ Florida □ Los Angeles □ Sacramento Date of Approval from the Registrar’s Office: _____

By means of the attached narrative and supporting documentation, I hereby apply for up to 30 semester hours of credit for work satisfactorily completed in workshops, courses, or seminars taken at non-regionally accredited colleges or through professional organizations. This may also include continuing education credits and similar credits obtained from regionally accredited colleges and universities. In order to receive academic credit, such work must be thoroughly documented as college-level learning.

Learner’s Signature ________________________________ Learner’s Signature ________________________________ Date ______________

Registration Approval ________________________________ Faculty Advisor’s Signature ________________________________ Date ______________

Registration Approval ________________________________ Dean’s Signature ________________________________ Date ______________

An official transcript, certificate, or letter from the non-regionally accredited college or from the sponsoring professional organization, or official transcripts for continuing education credits must accompany this application together with supporting documentation including the following materials:

☐ course title(s), a description of the content and requirements, and, where possible, the expected learning outcomes.

☐ verification that the learner successfully met the course requirements and thereby achieved the learning outcomes.

☐ dates of the course (month and year), the location, and the precise number of content hours for each area.

☐ name and professional qualifications of the instructor(s), when possible.

☐ publication(s) describing the institution or organization, and (if available) a Web URL.

Dean’s Office Only

Name of Content Expert Assigned: _____ ID #: _____

Date Forwarded to Content Expert: _____ Date Returned from Content Expert: _____

Grade Awarded by Content Expert: Satisfactory□ Unsatisfactory□ Some satisfactory, others unsatisfactory□

(See Narrative Learning Evaluation Attached)

Content Signature: ___________________________________________ Date: _____

Credits Requested: _____ Credits Approved: _____ Assessed Fee: _____($50/credit) Date Fee Received: _____

Learners may grant permission to UI&U to apply an anticipated refund of excess financial aid to assessed CL charges. The learner must indicate this permission by signing the statement below:

I grant permission to UI&U to apply my anticipated refund of excess financial aid for the _____ award year to my assessed CL charges. I understand that I am obligated to pay for any CL charges that exceed my anticipated financial aid refund.

Learner Signature ___________________________________________ Date __________________
INSTRUCTIONS TO LEARNERS AND ADVISORS

Learners planning to pursue Certified Learning Assessment (CLA) through portfolio evaluation by content experts must be familiar with the assessment policies as outlined in the CUS Learner Handbook and other supplemental materials.

- Advisor explains option of Certified Learning (CL) to learner and ascertains the possibility of credit.
- Advisor and learner estimate credit and ascertain that CL credits appear on learner degree plan and approved by advisor and the dean. The CL credit should match the degree plan and an addendum to the degree plan is required if the CL credit differs from the original plan.
- Learner submits CL application/registration, writes a brief paragraph reflecting on various experiences for which academic credit is sought, and all the necessary documentation (original transcripts, training portfolio, certificates, and others).
- Documentation learner submits will be retained in the permanent academic record and will not be returned to you unless prior arrangements have been made.
- Learner submits the application/registration with the required documentation to advisor.
- Advisor approves and submits packet to the dean for approval and signature.
- The CL packet must be submitted to the center dean with the degree plan, i.e., within the first four (4) weeks of enrollment or at the end of the first enrollment period. A waiver to this policy requires approval from the center dean.
- Approved credit will be whole numbers, no fractions or percentages.
- Content expert approves or denies credit, indicating Satisfactory or Unsatisfactory grade. Some credits may be approved, others disapproved.
- There will be one CL application only. Training hours, if related, can be combined from various sources. These sources must be clearly identified in the application. Exception: Learner may submit a separate application only if content expert of previously submitted application does not have expertise in the area the learner is seeking certified credits for.
- Fee of $50/credit will only be assessed after content expert determines the number of credits satisfactorily completed. Only approved credits will be assessed and entered on the UI&U transcript. Consequently, learner only pays for approved credits.
- Assessment fees are collected only after satisfactory evaluation has been received and not refundable once submitted to the Office of the Dean. Advisor notifies learner of the evaluation result. At that point, learner pays the assessed fee before CL packet can be forwarded to the Registrar’s Office.
- The Registrar’s Office will enter data in learner’s course history upon receipt.

INSTRUCTIONS TO FACULTY ASSESSOR

Specific roles of the content expert are described in detail in the Adjunct Faculty Handbook.

- UI&U’s College of Undergraduate Studies awards academic credit when all of the following is documented:
  - The certified learning request is equivalent to a college/university level of learning.
  - The learning experiences and outcomes demonstrate a balance between theory and practice.
  - The certified learning (and credit awarded) directly relates to the learner’s degree program and applies toward satisfying specific degree requirements.
- If the faculty advisor is the content expert, he/she may be assigned as faculty assessor of the CL application.
- Faculty assessor approves all, a portion of, or none of credits requested by the learner.
- Faculty assessor reviews the CL packet, writes the evaluation and submits it to the dean. The evaluation must address each of the following:
  - The documents in the learner’s file upon which assessor relied to determine the nature of the learner’s certified experience.
  - The basis for determining that the certified experience documented is equivalent to college-level learning, and demonstrates a balance between theory and practice.
  - The basis for determining to what college-level the experience is equivalent, and the justification for the credits to be awarded.
- Faculty assessor returns the evaluation along with all documentation and this form to the Office of the Dean. He/she signs the evaluation and page one of this form indicating Satisfactory or Unsatisfactory grade.
**Description of Learning Experience**

In the space below or on a separate sheet of paper, the learner should write a brief paragraph reflecting on and describing the various learning experiences for which academic credit is sought.

<table>
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<th># of Hours</th>
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