Overview:

The University of Alabama College of Human Environmental Sciences (CHES) offers students with appropriate experience an opportunity to petition for an assessment of prior learning as one of several undergraduate degree completion options available. In view of the CHES mission of serving adult learners with significant professional experience, the academic recognition of prior learning is a fundamental component in the educational plan of many of its students. The concept is based on accepted principles of adult learning, which emphasize a participative, self-directed, problem-solving orientation to learning. The recognition of experiential learning is designed to assist professional adult learners attain their academic and career goals by validating the professional competence they have acquired outside the classroom.

Course Objective:

Provide adult learners with an opportunity to demonstrate skills gained from prior learning activities.

Student Learning Outcome:

Students will produce a portfolio or other work product, research study, in-service training, business plan or other display of work through which they exhibit their life experiences and explain how those experiences equate to equivalent college level course objectives.

Credit Hours: A student may gain from 1 to 30 credit hours from prior learning. The student will register for the number of credits they are seeking from prior learning and pay tuition for each credit hour. For cost per credit hour go to http://cost.ua.edu/

Faculty:

It is the student's responsibility to identify the appropriate faculty to serve as a mentor in this process. Faculty are not responsible for helping the student gather information but rather to advise the student on types of information to include. Once the documentation is turned into the faculty, the faculty will make a recommendation to whether the student learnings exhibited in the documentation are sufficient for the amount of college level credit sought. Students are not guaranteed all credits requested. A pass or fail grade will be assigned.

Documentation of Prior Learning

Prior learning documentation (either digital or hard copy) exhibits learning from various life experiences and should be organized into a manageable form for academic assessment. It should express what is known by the student in a clear and concise manner and permits accurate and efficient faculty assessment. In the documentation the following questions should be asked:

- What are the life experiences, and what is the learning?
- How is the learning equivalent to college-level learning?
- How can the college-level learning be documented?
What documentation indicates college level learning?

Resources:
*Earn College Credit for What You Know* by the Council for Adult Experiential Learning  
ISBN:10: 0757596916

**Suggested steps for completing the documentation:**

1. **Determine subject matter for which credit is sought**

Determine the courses taught in the College of Human Environmental Sciences for which you desire prior learning by going to [http://courseleaf.ua.edu/humanenvironmentalsciences/](http://courseleaf.ua.edu/humanenvironmentalsciences/). Once you have determined the course or courses for which you desire prior learning credit, you must identify the course objective and student learning outcomes that you feel you are competent in.

2. **Print the most recent course syllabus for each course**

From the syllabus, identify the course objectives/competencies you feel you gained through prior learning and the student learning outcomes (if available) you have met. Also identify any objective or learning outcomes you are NOT competent in. It is not to the student’s advantage to request prior learning credit for courses in which all objectives/learning outcomes/competencies have not been gained through prior learning.

Syllabus may be viewed through the course listing system at [myBama.ua.edu](http://myBama.ua.edu) If you are not currently admitted to the University, you must log onto myBama as a "Guest". Click "Guest Sign-In" on the log in page. Click the "Guest Resources" tab at the top of the page. In the "Bama Self Services" box, click on "Class Schedule". Follow the instructions above to conduct a class search.

3. **Document justification for each objective by course**

For each objective in each course write a justification of how you have accomplished the objective or learning outcome. Be specific in this justification. Include when and how you gained the prior learning.

4. **Provide back-up information to strengthen your written justification.** After you have written the justification provide back-up documentation. It may be a manual you have developed, a conference attended, certificate, work project or part of your job. The burden of proof that there is college-level learning in the experience is the student’s responsibility. *Prior learning experiences must be accomplished within the past five-ten years depending on area of study to be considered for prior learning credit.*