



**Wayne County Community College District  
Credit for Experience  
(Experiential Learning)  
General Information**

***Purpose***

The purpose for credit for experiential learning is to provide an opportunity to acquire credit granted for learning achieved from experience, not for the experience itself. In developing your portfolio, you will need to clearly demonstrate that your experiences have helped you gain both theoretical and practical knowledge at the same level as you would achieved by taking the course. The process is as time consuming as taking the course.

***General Information***

Preparing the course portfolio, you need to provide the following for each course:

1. Complete credit by experience application for each course.
2. Provide a written summary about the skills knowledge, insights or abilities you acquired as result of your work and training experience. It should be concise as possible, yet enough to establish a basis for evaluation of knowledge and skills learned. This paper should be 500 – 1000 words in length summarizing necessary information.
3. Provide any of the following documentation to help the committee to evaluate your work/training experience:
  - Detailed resume.
  - Letters of recommendation or commendation.
  - Papers.
  - Written list of duties performed or responsibilities.
  - Conference reports.
  - Advisors and employer on-site visitation reports.
  - Demonstrations.
  - Personal portfolios.
  - Newspaper clipping.
  - Workshops or in-service training certificates.
  - Drawings.
  - Models.
  - Computer documents.
  - Any other evidence to help the committee evaluate your work/training experience.

### ***Main Criteria Used for Credit by Experience Applications***

1. The main criteria utilized by the institution are as follows:
  - Relevance of the learning to the student's educational goal.
  - Its qualification for consideration as college-level learning.
  - Acceptable verification that the learning did take place.
  - The experience is related to specific professional/technical objectives.
2. When sufficient evidence is presented and a committee of academic discipline members evaluates the learning, credit may be granted.
3. Credit earned in this fashion will satisfy degree and certificate requirement in the same manner as credit earned through regular class attendance, subject to the following provisions:
  - Credit earned in this manner will not satisfy any part of the residence requirement.
  - The student must be currently enrolled in Wayne County Community College District and have accumulated at least (15) WCCCD credits before this credit will be recorded.
  - Credit for experience cannot be used to meet academic group (general education/occupational support) requirements.

### ***Procedure***

- Completed a Credit for Experience application and submit all support documentations for each course to:

Wayne County Community College District  
Instruction and Accountability Office  
801 W. Fort Street  
Detroit, MI 48226
- Credit for Experience applications may take 4 – 6 weeks to process. Student will be notified by mail of the committee results.
- If approved, student will be responsibility to pay all application and tuition fees at a campus cashier office. Student will present the approved Credit by experience application form to the cashier and pay the fee of one-half the normal tuition rate plus a \$10.00 processing fee to the cashier.
- The Student Records office will enter the credit as “CFE” into the computer master students transcript file and retains the original in the student's hard copy file after credit by experience is approved, all fees have been paid and students have accumulated at least 15 WCCCD credits.

***Important Note***

- It should be noted that other university and colleges may not accept credit for experience course credits. Students are requested to contact the transferring university or college for transferability of credit by experience credits.