



1211 S. Glenstone Avenue, Springfield, MO 65804 USA  
Phone: 417-862-9533 | Phone: 1-800-443-1083 | Fax: 417-863-9621  
Website: www.globaluniversity.edu

---

## **CREDIT FOR EXPERIENCE-BASED LEARNING**

### **I. Background**

Global University allows advanced placement for qualified students based on their informal learning experiences. Some individuals have attained a profound knowledge of the Bible or have mastered a particular aspect of ministry without attending a Bible college or a theological seminary. If you believe that your knowledge in a specific subject area is similar to the content of a Global University course (or courses) as described in the catalog or the course outline and/or objectives, and if this learning experience can be documented, then you may submit an “Experiential Learning Portfolio.”

### **II. Questions about receiving credit for Experience-Based Learning**

#### **1. *What is Experience-Based Learning credit?***

Credit for Experience-Based Learning is college credit awarded for knowledge or skills that you have acquired through your personal life experiences, whether in the ministry, the workplace, or other non-classroom settings. Global University follows the position of the Distance Education and Training Council (DETC) on *Transfer and Equivalent Credit*, which includes the following provision:

Credit may be given for adequately documented and validated experiential equivalent learning of a postsecondary nature. Examples are: credit for business experience, university level equivalency tests, achievements in a related profession, military training or other postsecondary-level equivalent experience.

#### **2. *How much credit can I earn through Experience-Based Learning?***

The Academic Committee of Global University determines on an individual basis the amount of credit for experiential learning that can be awarded. This determination is based upon a review of the student’s Experiential Learning Portfolio. In no case will the award of experiential credit exceed one-fourth of the total credits required for the degree (e.g. 32 credits out of a 128 credit program).

Furthermore, experiential credit will not substitute for the thirty-two (32) credits of the program that must be completed by direct enrollment in order to earn a degree. Credits obtained from experiential learning are in addition to any credits you earn through transfer of credit from another school.

**3. *When do I apply for Experience-Based Learning credit?***

Students may apply for Experience-Based Learning credit once they have been officially accepted into the Undergraduate program and official transcripts of previous coursework have been received. Please note that Global University will only evaluate your Experiential Learning Portfolio after any applicable transfer of credit from other schools has been determined and recorded on your Program Evaluation form.

**4. *Can credit for Experience-Based Learning be obtained at the graduate level?***

No, Experience-Based Learning credit can only be awarded at the Undergraduate level.

**5. *How do I obtain credit for Experience-Based Learning?***

Carefully read the guidelines for preparing an Experiential Learning Portfolio and follow the steps outlined on pages 5-6. U.S. students with additional questions may contact Student Services at Global University by calling 1-800-443-1083, and international students may contact their National Office.

**6. *How much does it cost to apply for Experience-Based Learning?***

There is a non-refundable application fee for evaluating your portfolio. If any courses are approved for Experience-Based Learning credit, then you will be billed at half the cost of full tuition per course (refer to your Undergraduate Tuition and Fees Schedule).

**General guidelines for preparing an Experiential Learning Portfolio**

1. Your portfolio should include the following items: a completed Credit For Experience-Based Learning Application Form; a separate Credit for Experience-Based Learning Individual Course Form for each Global University course for which you are seeking credit based on your experiential learning and; any appendices and/or miscellaneous documentation pertinent to your application.
2. Your application and documents represent you before the Academic Committee. Therefore, you should take care to submit the best possible presentation for your request. The materials should be neat, clear, complete, and placed in a folder.

3. You should supply sufficient documentation to validate your knowledge of the material that is covered in the course for which you are seeking credit. Documentation means specific evidence that learning was gained from your experiences. Written documents supply this evidence.
4. Both you and those who write references on your behalf should avoid using general language in any part of the documentation. General statements, such as a letter saying that you are a church member in good standing, would not be considered relevant. However, a reference letter that confirms and details your ministry activities would be relevant for the Academic Committee's evaluation.
5. You may not substitute experiential credit for the required 32 hours of credit that must be taken through direct enrollment in Global University courses.
6. If you are enrolled through a National Office, you should communicate with your national director before applying for Experience-Based Learning credit. Your director can give you counsel and suggestions regarding the application process.

### **Credit For Experienced-Based Learning**

#### **Guidelines for filling out the Individual Course Form**

***When completing the Personal Documentation section, please pay attention to the following:***

1. Write three to five pages for each course, specifically describing how your learning experiences are equivalent to the course'
2. List the positions you have held and the kind of work you have done, including your participation in ministry programs that provided the experiences similar to the course requirements. List titles, names of offices held, and organizations.
3. Indicate the duration of the experience in each position.
4. Describe in detail what you learned. If possible, send actual examples of the work. For example, include sermon outlines, class syllabi, an audiocassette of sermons or lessons, etc.
5. Include job descriptions; letters from employers, church officials, or supervisors; certificates of completion of in-service training programs or workshops; certificates of ordination to the Christian ministry; etc.
6. Include descriptions of volunteer activities, offices held, teaching or preaching assignments, awards granted for service to the community or civic organizations, and emergency or relief work, even if no formal citation was given.

### ***Letters of Documentation***

In order to grant academic credit for experiential learning, we must receive written verification of your experience from an appropriate source. Therefore, letters documenting your prior learning should accompany your petition. These letters should be from pastors or employers who are familiar with and can verify the experiences you are submitting for credit. They should outline the specific responsibilities you carried out, activities you were involved in, etc. and should indicate as precisely as possible how long you were engaged in each.

### ***Appendices***

Send copies of books, articles, reviews, papers, or professional lectures that you have prepared or written. This could include items produced as part of a team effort, but indicate what part you played in any group project.

### ***Miscellaneous***

You should describe subjects studied in depth on a non-formal basis. Include a bibliography, copies of study notes, or other documents that give evidence of the thoroughness and depth of personal study. Explain how the studies applied to your ministry. Also document your participation in professional, academic, or ministerial organizations.

In general, provide evidence of mastery of a subject, which is equivalent to that obtained by completing a Global University course.

## Steps for Applying for Experienced-Based Learning Credit

### 1. Enroll in the Undergraduate Program

Complete the Undergraduate Application Form and send it with the appropriate application fee to Global University or your National Office. Specify which major you intend to pursue so that any credits you receive may be applied to the appropriate program. Identification of your program is vital.

### 2. Request Transcripts

When you enroll in the undergraduate program, you will need to have official transcripts (not copies) of all previous coursework sent to Global University. If you attended a non-accredited institution, please have the school send us a copy of its most recent catalog, if possible. *Global University will only evaluate your Experiential Learning Portfolio after all applicable formal transfer of credit has been determined.*

### 3. Select Courses

Decide which Global University course(s) you feel you have mastered through your life experiences. Your Experiential Learning Portfolio must be related to and demonstrate mastery of all the course objectives.

### 4. Complete the Experience-Based Learning Application Form

Be sure to identify your student number as well as your name and contact information. Remember to include your program of studies and list all courses for which you are requesting that Experience-Based Learning credit be applied. Your application cannot be processed without this information.

### 5. Complete the Experience-Based Learning Individual Course Form

You must complete a separate form for each course for which you are requesting Experienced-Based Learning. Make photocopies of this form before filling it out. Review the guidelines listed on pages 3-4 for additional information on completing this form.

### 6. Enclose the Fee

Enclose the non-refundable Credit for Experienced-Based Learning Fee (see Undergraduate Tuition and Fees Schedule) with all of your completed information.

7. Reference the Checklist

Use the checklist on page 13 to record each item. This will ensure that you have included all of the required and relevant materials.

8. Mail Materials

Photocopy all items in your Portfolio for your records and mail the original Experiential Learning Portfolio to:

*\*For international students enrolled through a National Office:*

National Office Address

*\*For USA or Directly Enrolled Students:*

Global University  
Attn. Student Services  
1211 S. Glenstone  
Springfield, MO 65804  
USA



1211 S. Glenstone Avenue, Springfield, MO 65804 USA  
 Phone: 417-862-9533 | Phone: 1-800-443-1083 | Fax: 417-863-9621  
 Website: www.globaluniversity.edu

### CREDIT FOR EXPERIENCE-BASED LEARNING APPLICATION

**Student ID Number:** \_\_\_\_\_ **Social Security Number: (USA Students Only)** \_\_\_\_\_

ID:	SS#:
-----	------

**Student's Name:**

First Name:	Maiden Name:
Last Name:	Middle Name:

**Student Mailing Address:**

P.O. Box:	Street Address:
City:	
State:	Zip:
Country:	
Day Phone:	Evening Phone:
FAX:	E-mail:
Program Major to which you applied:	

### EXPERIENCED-BASED LEARNING EVALUATION

<b>NOTE:</b> List all courses for which you are requesting that Experienced-Based Learning credit be applied. The total amount of credits applied for cannot exceed one fourth of the total credits required for your selected Program of Study.				<b>These 2 Columns For Office Use Only</b>	
	Course Number	Course Title	Applying for -	Approved	Denied
1.			Credits		
2.			Credits		
3.			Credits		
4.			Credits		
5.			Credits		
6.			Credits		
7.			Credits		
8.			Credits		
9.			Credits		
10.			Credits		
11.			Credits		
<b>Totals:</b>		Amount of credits applied for and approved.	__ Credits	__ Credits Approved	

## CREDIT FOR EXPERIENCE-BASED LEARNING APPLICATION

**NOTE:**

Provide personal documentation for each course for which you are applying for Experience Based-Learning Credit. If you are applying for more than one course make sure to photocopy this form before filling it out.

**Student ID Number:**

**Social Security Number: (USA Students Only)**

ID:	SS#:
-----	------

**Student's Name:**

First Name:	Maiden Name:
Last Name:	Middle Name:

**Applying for Experience-Based Learning Credit for:**

Course Number:	Course Title:	Amount of Credits:

**My application for Experience-Based Learning Credit will be supported by the following documents:**

1.	
2.	
3.	
4.	
5.	

**Personal documentation** (see *Guidelines* pp. 3-6):



## **CHECKLIST**

- Credit for Experience-Based Learning Application Form
- Non-refundable application fee for evaluating your Experiential Learning Portfolio
- Letters of Documentation
- Appendices
- Miscellaneous Documentation