



**Kennebec Valley Community College**  
92 Western Avenue, Fairfield, Maine 04937  
(207) 453-5000 Fax (207) 453-5010

# Evaluation for Life Experience Credit

Student Name: \_\_\_\_\_ Student ID#: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Phone: \_\_\_\_\_ Major: \_\_\_\_\_ Date: \_\_\_\_\_

Life Experience Evaluation for Course: \_\_\_\_\_

Materials Submitted: (see other side for policy and requirements)

- Cover Letter
- Student Resume
- Verification of Employment
- References
- Job description/narrative of related job

Please submit one application and supporting documentation for each course you are requesting Life Experience for.

Materials have been reviewed and evaluated. Credit for \_\_\_\_\_  
 IS  IS NOT recommended.

Date: \_\_\_\_\_  
\_\_\_\_\_  
Faculty Signature

Date: \_\_\_\_\_  
\_\_\_\_\_  
Dept Chair Signature

- Approved
- Denied

Date: \_\_\_\_\_  
\_\_\_\_\_  
Academic Dean Signature

cc: Business Office

## Credit for Life (work) Experience

Life Experience is defined as previous experience in a technical or professional capacity. The experience must be of a professional nature and be within the academic purview of the course(s) being considered for equivalency (e.g., a person who is a manager of a business, with proper documentation, may get credit for internship courses in a management program).

### Requirements Include:

1. The student must have been formally enrolled in a program and have successfully completed a minimum of four courses in that program before applying for life experience credit.
2. The student must submit supporting documentation, with a cover letter expressing intent to their Department Chair. This includes the following procedure:
  - A. A cover letter must be written by the student stating why they feel they are a candidate for this type of credit.
  - B. The student must provide a resume.
  - C. The student must show proof of two years direct contact in the area they wish to receive credit and it must be within the last ten years.
  - D. The student must provide two references from immediate supervisors validating this work experience.
  - E. The student must provide a job description/narrative of the related job area.
  - F. The Academic Dean or his/her designee will review materials provided by the student.
  - G. A decision will be made within thirty days of completed application.
  - H. When a nationally standardized exam is available that option is recommended.
3. An evaluation committee composed of the Academic Dean and appropriate faculty members will review the documentation and make the final decision.
4. Life experience may be exchanged for up to a maximum of 12 academic credits.