



### **Professional Experience Credit**

1. The student will consult with the chair and graduate coordinator of their program to determine the suitability of their proposal for Professional Experience Credit
2. The student will submit a Professional Experience Credit Application Form to The Graduate School (available at [ship.edu/graduate/forms](http://ship.edu/graduate/forms)).
3. The student will prepare a detailed portfolio describing the experience for which credit is being requested. The student may request a course outline or syllabus for the targeted course from the appropriate academic department chair for review in preparing the portfolio.
4. The Graduate School director will ensure the completed portfolio is ready for review and send it to the appropriate department chair(s) for evaluation.
5. The department chair will direct the portfolio to the appropriate faculty member(s) for evaluation. Following evaluation, the faculty member will recommend specific credit, if any, to The Graduate School director.
6. The Graduate School director will review the recommendation of the faculty.
7. The Graduate School director will inform the student and the department of the professional experience credit decision and ensure administrative procedures for financial and credit award transactions.
8. If the student's application is denied in whole or part, specific reasons for the denial will be provided to the student. If they wish to add to their portfolio, they will have one week from the decision date to submit any additional materials in support of their application to the director of The Graduate School.
9. If the student is awarded credit, they will pay the appropriate fee (\$80 per 3 credit class) to Student Accounts. When the processes of evaluating and awarding of credit are complete, the Registrar's Office will post any credits to the student's transcript.