



Steps to Credit for Lived Experience



Follow the CLASS Advising process from consultation to transcript credit

- **1 Meet with the CLASS Advisor** | Schedule a one-on-one consultation to discuss your goals and the credit for prior learning process
- **2 Identify relevant learning experiences** | Identify college-level learning gained through work, life, volunteer, or military service
- **3 Prepare learning portfolio** | Organize evidence that demonstrates your learning and how it aligns with the outcomes
- **4 Submit supporting documentation** | Submit your portfolio and any required supporting materials to the CLASS office
- **5 Faculty review and evaluation** | Faculty with subject-matter expertise review your portfolio and evaluate your learning
- **6 Dean approval** | The dean reviews the faculty recommendation and grants final approval
- **7 Credit posted to transcript** | Approved credit is posted to your official academic transcript

