CREDIT FOR LEARNING
FROM EXPERIENCE
DEPARTMENTAL PROCEDURE

Bachelor’s-completion Program
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CLE Bachelor’s-completion Procedure

Admissions Phase I

WEEK 1: Application for Admission into B.A. program

1. Process application for admission for B.A.HD

2. Acceptance letter for bachelor’s-completion students includes the date of CLE approval
   a. Successful completion of CLE courses
      i. **No admissions contingencies are allowed** for students attending instructional sites.

3. CLE Brochure with specific student/faculty information (dates, deadlines, literature, FAQ’s, contact info will be distributed along with course syllabi.

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Academics, Registrar, Student Accounts Phase II

WEEK 3: CLE Applications Submitted to CLE Committee

4. Identifying CLE Candidates
   a. HD 499P Instructor
      i. Collects CLE applications
      ii. Submits the applications to the CLE Committee
      iii. The Committee submits all applications to the Registrar’s Office
           (registraroffice@pacificoaks.edu)
   b. The Registrar’s Office
      i. Sends an excel report of all CLE Completion candidates to the CLE Committee and the AVP of Enrollment
      ii. Sends a copy (Images and links to Student Accounts) of the CLE application to Student Accounts
   c. Student Accounts
      i. Charges the student's ledger for the $65 CLE Bachelor's-completion program Application

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WEEK 7-11: Registration Period

5. Bachelor’s-completion Students will self-register for future courses through the Course Search & Registration Tool during the open registration period.

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CLE Committee Phase III

WEEK 12: Portfolios & Course Registration Form Submitted to CLE Committee

6. CLE Committee
   a. Collects student portfolios and completed course registration forms from HD 489 / 499P instructors.
   Note: Candidates do not pay a tuition deposit for entrance into MA program.
b. Submits the completed CLE evaluation forms and course registration forms to the Registrar’s Office.
c. Contacts instructor for the following courses (HD 341 or 411) to confirm that the student will pass with a “C” or higher.

Registrar Phase IV
WEEK 13: Bachelor’s-completion Units Processed in Registrar’s Office

7. Registrar’s Office
   a. Verifies that all transfer credit requirements have been met with no deficiencies.
   b. Processes all CLE applications and evaluations (completes the student’s transcript and updates the student’s status and digital record)
   c. Updated official transcript is imaged and linked to Admissions in Image Now within 24 hours
   d. Sends the list of approved/denied students to the AVP of Enrollment Management