

University of Wisconsin - Platteville
Master of Science in Engineering Program
Credit for Life Experience Policy

Scope

This procedure applies only to the Master of Science in Engineering Program and specifically the review process for the “Credit for Life Experience Request”.

Eligibility

Those students who have been admitted in full standing to the Master of Science in Engineering Program are eligible.

Policy Statement

- The maximum number of credits that may be granted for life experience will not exceed 6 credits.
- The number of credits granted for life experience combined with transfer credits may not exceed 50% of the credits required by the degree.
- Each course may have specific submittal requirements along with limits on the dates of those experiences. Credit will be given for specific equivalencies and number of credits of a particular course. No partial credit will be given.
- A portfolio must be prepared for each course requested to document Credit for Life Experience.
- Two affidavits from supervisors/employers are required. Use the Master of Science in Engineering Program Credit for Life Experience Affidavit form. Affidavits should be submitted directly to the University of Wisconsin – Platteville, Master of Science in Engineering Program.
- The portfolio must contain all required documents, and must be provided as a single submission for review. Note: Affidavits will be placed in the student’s portfolio by UWP upon receipt.
- After receiving the student’s complete portfolio, a faculty committee within the Master of Science in Engineering Program will review the documents. All decisions of the committee are final.
- There will be a review period of 60 to 90 days beginning after all affidavits and the portfolio have been received.
- A review fee of \$500/course is required. This must be paid at the time the portfolio is submitted for review. This is a NONREFUNDABLE review fee. ***Make check payable to University of Wisconsin – Platteville.*** A processing fee may also be required.

Portfolio Contents

1. A cover letter including a statement identifying the course for which credit is requested.
2. Current resume/vitae.
3. Documentation that the learning outcomes/competencies for the specific course have been met. See specific course listing for specific submittal requirements.
4. Verification of Experience: Affidavit from supervisor/employer.
 - a. A minimum of two affidavits are required (use the Master of Science in Engineering Affidavit form.)
 - b. Forms should be submitted directly to the University of Wisconsin –Platteville, Master of Science in Engineering Program
5. A Synthesis Essay – Indicate how previous experiences relate to specific competencies or objectives.

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All documentation can be submitted either by hard copy, electronically or fax. PDF format or Microsoft Word is required for electronic submissions.

Process

- Contact the Master of Science in Engineering Program coordinator and request a copy of the Credit for Life Experience Policy and the specific course objectives for review.
- Complete the top portion of the Credit for Life Experience Request form. Attach a brief (2 paragraph) statement about why you are requesting the credit. This information will be used as the initial step in evaluation. Once approved, then you may begin developing your portfolio for final review.
- All supporting documents and the fee must now be submitted to the MOE Program coordinator who will distribute the documents to the faculty committee for review.
- The Dean of Graduate Studies will review and approve the faculty committee's recommendations.
- All completed and approved forms will be forwarded to the Distance Learning Center for transcription of credits and then filed in the student's records.

Credit for PMP Certification

Project Management Courses

PM 7010 – Project Management Techniques I	3 credits
PM 7020 – Project Management Techniques II	3 credits
PM 7010 and PM 7020 – require the following documentation	

Those individuals who have successfully attained their Project Management Professional (PMP) certification from the Project Management Institute (PMI) may be awarded credit for the two previously listed courses upon presentation of a notarized copy of their PMP Certificate issued by PMI or verification of the certificate through the PMI website.

The certificate:

- Must be submitted when the individual is applying for admission.
- Retroactive credit will not be allowed for those individuals attaining their PMP certification after admission to the program.
- A current resume/vitae and the affidavits from the supervisor/employer are not required.
- There is no review fee.