



CREDIT FOR WORK EXPERIENCE REQUEST FORM

MS Library and Information Science, MS Information Systems, and MS Health Informatics

NAME: _____ EMAIL: _____

DATE: _____ STUDENT ID: _____ DATE OF BIRTH: _____

Check One: ☐ Online ☐ On Campus

Your application for Credit for Work Experience will not be reviewed until proper support is received. Please read below carefully.

Notice: Credit for Work Experience will be discontinued effective Fall term, 2016. Eligible incoming students will have until the end of Spring term 2016 to apply for and receive credit for work experience.

Credit for Work Experience Policy

Type of Work that Qualifies:

- Credit will only be granted for **relevant, professional-level** work experience related to the degree you are pursuing, e.g.: professional library experience or professional information systems experience.
 - **Relevant work** is work that is in line with your future academic and professional path.
 - A **professional-level** position is one in which you are hired with the expectation to complete high quality work that is analytical, evaluative, conceptual, and interpretive. This could include creation and fulfillment of projects, maintenance and improvement of services, administrative duties, supervision of staff, and other intricate tasks often completed independently.
- Work completed as a graduate assistant, during a graduate internship, or during undergraduate study is **not** applicable.
- Credit is **not** given for previous graduate degrees; however students may be eligible to transfer courses in to the degree program. See Approval of Transfer Credit form on the useful forms section of the CCI webpage for more details.
- Credit will **not** be given for work experience accumulated throughout the degree program. It will only be considered for work experience received prior to starting the degree program.
- Your completed Credit for Work Experience Request Form along with all necessary supporting documentation must be received and reviewed before the last day of Spring term 2016. Applications submitted after that will be denied.

Academic Issues to Consider:

- **MS Library and Information Science, MS Information Systems, and MS Health Informatics applicants *can* apply.**
- **Applicants for the School Library Media track within the MS Library and Information Science degree, MS in Software Engineering, Computer Science, PhD and any Professional Development programs are *not* eligible to apply.**
- The maximum amount allowed of Credit for Work Experience, Transfer Credit and Practicum combined is 9 credits.
- A minimum of 12 INFO courses must be completed in order to graduate.
- Credit for Work Experience is **not** granted to dual degree students.
- Credits only apply to free electives courses.
- **MS in Health Informatics students who do not have Health-Related backgrounds** may only receive up to 6 credits (2 classes) of Credit for Work Experience.

Work Experience Parameters:

- A minimum of two years full-time professional, relevant work experience is required.
 - Full time work experience is defined at 35-40 hours a week.
 - Part-time work experience is defined as less than 35 hours a week.
- 1 course request = applicant has 2-4 years full-time work experience.
- 2 course request = applicant has 4-6 years full-time work experience.
- 3 course request = applicant has 6 or more years full-time work experience.

Submission Instructions for Those Seeking Credit:

- Employers must submit the following for **each job** listed for consideration.
 - Letter of Verification on company letterhead that specifies
 - the length (years and months) of your employment
 - the status (full-time or part-time) of your employment
 - a detailed job description including duration of specific duties
- Letters need to be **original copies** sent from your recommender directly to The College of Computing and Informatics. Email will not be accepted.
- The support will be verified by the College of Computing and Informatics Review Board.
- For any questions, please contact Matt Lechtenberg, Director of Recruitment for CCI: ml333@drexel.edu

Please mail this form and all supporting documentation together to:

- The *College of Computing and Informatics*, Drexel University, 3141 Chestnut Street, Philadelphia, PA 19104-2875 ATTN: CREDIT FOR WORK EXPERIENCE

Please answer the following questions:

1. I am requesting admission for the _____ term of _____ (year).

2. I am requesting credit for: ☐ 1 course (approx. 2-4 years full-time work)
☐ 2 courses (approx. 4-6 years full-time work)
☐ 3 courses (approx. 6+ years full-time work)

3. I am requesting credit based on the following work experience:

Employer: _____

Employer: _____

Years: _____

Years: _____

Hours per week: _____

Hours per week: _____

Employer: _____

Employer: _____

Years: _____

Years: _____

Hours per week: _____

Hours per week: _____

I have read and understood the above notice, policies and procedures. I understand my support will be verified.

INITIAL HERE: _____ DATE: _____

FOR OFFICE USE ONLY

Approved for:

- ☐ 1 course
☐ 2 courses
☐ 3 courses

Initials: _____ Date: _____

☐ Denied

Reason: _____