

CONTENTS

	<u>PAGE</u>
What is the purpose of APEL?	1
Basic APEL Guidelines and Procedures	2
Special Information for Transfer Students	3
Preparing Your APEL Portfolio	4
APEL Checklist	5
APEL Timetable	5
The APEL Portfolio Evaluation Process	6
The Old Westbury APEL Committee, 2018-2021	7
APPENDIX A: Sample Title Page	8

WHAT IS THE PURPOSE OF APEL?

The Accreditation Program for Experiential Learning (APEL) has been designed to award college credit to students who have acquired college-level learning from their life experiences. The APEL Committee does not grant credit for the **experience** you have had, but rather for what you have **learned** from it -- assuming that the learning is college-level learning. It is up to you to describe, clearly and completely, what you have learned from your life experience, and to document what you say you have done and learned.

It is your responsibility to:

- Describe the experience that you have had.
- Identify the college subject or area (course(s) of which your experience is the equivalent.
- Describe in detail what you learned from the experience, and how and where you applied what you learned.
- Prove that you had this experience.

Exactly what is college-level learning? What criteria can you apply to determine whether and which of your experiences merit the awarding of credit by the APEL Committee?

- One criterion is quite simple: Is what you learned taught in college? You can consult the list provided by the APEL Chair to see whether it is.
- A second, more important criterion is, is your learning **theoretical** as well as practical? College-level learning implies a systematic body of knowledge, analysis or understanding. For example, if you worked as a school aide and learned about how children learn, can you demonstrate a college-level understanding of child development and learning equivalent to what you might learn in a psychology or education course?
- A third question to ask yourself is, can you apply what you have learned in a setting that is different from the one in which you learned it? In other words, can you **generalize** what you learned? If you cannot, it is probably not college-level learning.

If you can answer “yes” to each of these three questions, the learning you acquired is **probably** college-level, and you can prepare a portfolio for the APEL Committee to consider. You will also need to know what to call what you have learned: what Old Westbury courses or subject areas are the equivalent of your experiential learning? For example, the owner and operator of an antiques shop might demonstrate and be granted credit for knowledge of retailing, marketing, Colonial history, and so forth.

BASIC APEL GUIDELINES AND PROCEDURES:

1. Students may earn a maximum of **32 APEL** credits.
2. Students must be registered at the College during the semester in which their APEL portfolio(s) is/are evaluated.
3. APEL credits **do not** satisfy departmental requirements for the major, nor may they be used to satisfy General Education requirements. They are used **only** as credits toward the degree.
4. Depending on the discipline in which the credits are awarded, APEL credits will be reported to the Registrar as liberal arts or non-liberal arts.
5. Depending on the depth and breadth of learning described by the student, APEL credits will be reported to the Registrar as introductory (1000- or 2000-level), intermediate (3000-level) or advanced (4000- or 5000-level).
6. APEL credits **do not** satisfy the College's residency requirements.
7. Grades will not be assigned to APEL credits.
8. APEL credits may **not duplicate** credits earned in coursework.
9. Students must have at least 31 credits **recorded on a transcript** before submitting an APEL portfolio.
10. Military Service is not eligible for APEL credit. The Registrar awards veterans eight credits for military service. Veterans seeking additional credits should present their ACE transcript to the Registrar for evaluation.
11. Learning languages is not considered for APEL credit.
12. Students may not request an APEL appeal after graduation.
13. Students are not charged for APEL credits nor for the evaluation of their portfolios.
14. APEL credits are non-transferable.

SPECIAL INFORMATION FOR TRANSFER STUDENTS: The maximum number of APEL credits that may be awarded to any student is 32, and APEL credits cannot count toward the 48-credit residency requirement. Therefore,

- If you transferred 72 credits to Old Westbury, you are not eligible to earn APEL credits.
- If you transferred between 41 and 72 credits to Old Westbury, subtract the number of credits you transferred from 72 to determine the potential number of APEL credits you may earn and apply toward your degree. For example, if you transferred 56 credits, subtract 56 from 72. The difference, 16, is the maximum number of APEL credits you may earn.
- If you transferred 40 or fewer credits to Old Westbury, you may earn up to the maximum 32 APEL credits.

PREPARING YOUR APEL PORTFOLIO:

An APEL Portfolio must contain each of the parts shown below, in this sequence. Individual portfolios must be submitted for each separate subject for which you request credit.

- 1. Identification Page.** Include your name, complete address, e-mail address, your phone numbers, your major, your student I.D. number and the date on which you are submitting your portfolio. See the sample identification page in Appendix A, page 8.
- 2. Learning Outline.** On a contents page, include your essay title and any subheadings.
- 3. Experience Outline.** For each experience you present in your essay, answer the following questions:
 - (a) What was your experience and where did it occur?
 - (b) What were the starting and ending dates? Was this experience full- or part-time?
 - (c) Describe the documentation that you are including. **You must document all activities for which you would like APEL credits.**
- 4. Essay.** Your essay should demonstrate college-level learning, using language that indicates a clear understanding of related concepts. Also, be sure to number the pages.
- 5. Documentation.** Include all of the documentation you listed in part #3 (c) above. This may include an actual product of your experience, such as a work sample or a piece of art. Photographs of items too big or cumbersome to include in the portfolio may be provided separately. Note that you must include letters or certificates of completion confirming all activities.
- 6. Transcripts.** You must include a student copy of your Old Westbury transcript **and a student copy of transcripts of every other college from which Old Westbury has accepted transfer credits.**
- 7. Courses.** (1) List all courses you have taken at Old Westbury or at other colleges that are related to the areas for which you are applying for APEL credit.
(2) List the courses that you are currently taking.

To discuss how to prepare your APEL Portfolio, call, e-mail or meet with the APEL Committee chair (see page 7).

APEL PORTFOLIO CHECKLIST

- | | |
|------------------------|--------------------------|
| 1. Identification Page | <input type="checkbox"/> |
| 2. Learning Outline | <input type="checkbox"/> |
| 3. Experience Outline | <input type="checkbox"/> |
| 4. Your Essay | <input type="checkbox"/> |
| 5. Documentation | <input type="checkbox"/> |
| 6. Transcripts | <input type="checkbox"/> |
| 7. Courses | |

APEL PROGRAM TIMETABLE

Portfolios must be submitted by **November 1** for consideration during the Fall semester.

Portfolios must be submitted by **April 1** for consideration during the Spring semester.

THE APEL PORTFOLIO EVALUATION PROCESS:

The APEL Committee will identify an expert evaluator for each portfolio subject area, and the portfolio will be evaluated by this expert, who will transmit his/her evaluation to the APEL Committee.

The APEL Committee will review the expert evaluation, and award APEL credits accordingly. The number of APEL credits awarded is determined by relating the learning presented to the work that would have been covered in comparable college courses.

When the APEL Committee has completed its evaluation you will receive notification of the results. A copy of the results will also be sent to the Registrar so that the appropriate information is added to your official record.

If you are not satisfied with the results of the evaluation, you may appeal the decision to the APEL chair within ten days of the date of your notification from APEL. Your request must include a detailed, specific explanation of the reason for the appeal. The APEL Committee will discuss the initial evaluation, the appeal, and, at its discretion, may request an additional expert evaluation.

OLD WESTBURY APEL COMMITTEE

Kevin Ozgercin (Chair)
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Dr. Edislav Manetović (Department of Politics, Economics, & Law)

Dr. Sheyi Oladipo (Department of Politics, Economics, & Law)

Dr. Martha Livingston (ex-officio, Department of Public Health)

Dr. Christopher Hartmann (Department of Public Health)

APPENDIX A

SAMPLE IDENTIFICATION PAGE

ACCREDITATION PROGRAM FOR EXPERIENTIAL LEARNING**STATE UNIVERSITY OF NEW YORK****COLLEGE AT OLD WESTBURY**

Portfolio submitted by

Jane Doe
000 Franklin Avenue
Westbury, NY 11590
Home Phone: (516) 333-0000
Business Phone: (516) 334-0000
Cell Phone: (516) 123-4567

E-mail:

Student Identification Number:

Major:

Date submitted: