



Experiential Learning Credit Program

Haverford College offers experiential credit for summer off-campus action-based learning. We value industry- and community-engaged learning opportunities as a complement to our dynamic liberal arts curriculum. Co-curricular experiences promote students' career preparation and professional growth while amplifying and enhancing students' learning outside of the classroom.

Eligibility Requirements:

In order to be eligible for experiential learning credit, off-campus work experience must:

- Demonstrate a connection between a student's major program and the proposed work placement. The student must have a declared major.
- Include supervision, support, and regular feedback from professional staff.
- Start after the last day of spring semester and end before the first day of fall classes.

Off- campus experiences that receive [College funding](#) are eligible for this credit.

Students must commit to:

- Working a minimum of 160 hours with a single organization.
- If applicable, following the guidelines of the campus funding entity, e.g. CPGC, KINSC, CCPA, HCAH, VCAM, Chesick Program, etc.
- Attending required preparatory workshop(s) during the spring semester
- Sharing about their experience in at least one campus event or avenue focused on career preparation, summer experiences, or community-engaged learning, including but not limited to [the CCPA blog](#), CPGC poster fair, Chesick Summer Experience Showcase, and the KINSC Undergraduate Science Research Symposium. If you will be taking part in any of these events as a condition of your College funding, your participation in those post-experience activities will count towards fulfilling your responsibilities in this program.
- Engaging in post-experience reflection to actively process and deepen their learning. Through this reflective practice, they gain a better understanding of

their own learning process and how it aligns with their career trajectory and field of study.

Frequently Asked Questions:

Who is eligible?

This program is open to all students with declared majors (rising juniors, and rising seniors). Students must be enrolled in the College or engaged in a College-approved study abroad program in the spring semester prior to the proposed summer experience and the fall semester following their experience.

F-1 students must apply for work authorization in order to engage in this program. Students can apply for CPT via the International Student Support Office. Procedures for CPT can be found [here](#).

What types of experiences are eligible for credit?

Students are welcome to apply for experiential learning credit for internships, summer research, fellowships, or any other practical training or experiences that expand upon their academic interests related to their major program that meet the above criteria. The experiences may be in-person, remote, or hybrid in nature. Off-campus experiences that have been approved for College funding are eligible for experiential learning credit.

How do I apply?

Students should apply for the Experiential Learning Credit after securing their summer placement, but before they begin working. We will be accepting applications between March 1 and May 1.

The following documents will be required for the application process:

- Job description for the summer internship
- Unofficial transcript - you can download this from Bionic.
- Offer letter (on letterhead) or email from the organization's official email address
 - The document should include the name and address of your employer, your job title, the approximate number of hours of work per week, and dates of employment.
- [Major Department Approval Form](#) - to be completed by the student and their major advisor, the department chair of their major, or a faculty member from their major.

When you've gathered all the required documents and information, you should complete the

[Experiential Learning Credit Request Form](#)

Applicants will receive an email from the Registrar's office when the credit request has been approved. If it is not approved, you will receive an email asking for more information or stating the reason why it wasn't approved.

US-based employment must abide by the US Department of Labor criteria established in the Fair Labor Standards Act (FLSA).

I'm an F-1 student - can I participate in this program?

F-1 students will need to apply for work authorization via [Curricular Practical Training \(CPT\) or Optional Practical Training \(OPT\)](#) in order to legally engage in off-campus work experiences. Students should ensure that they are eligible for CPT or OPT before securing off-campus work. [The International Student Support Office](#) will help students navigate the work authorization application process. Questions regarding work authorization should be directed to [Natasha Weisz](#).

How many credits do I receive? Is the credit applicable for graduation?

Summer experiences that meet our eligibility criteria will be noted on the student's transcript, but not carry any credit value. Experiential learning credits are non-academic and cannot be counted towards the 32 credits required for graduation.

Do I get a grade?

The credit will be listed on your transcript with a "P" grade. The credit will not affect your GPA.

Can paid internships receive experiential credits? If I'm receiving a stipend from the college for my summer internship, am I eligible for experiential credits?

Yes.

Can I receive an experiential credit for an internship abroad?

At this time, we will only be approving experiential learning credit for work experiences that occur in the United States. Work experiences where the student is taking part in a remote internship with an internationally-based organization (but working from the United States) are eligible for this program.

Can I receive experiential credit for an internship during the academic year?

The experiential learning credit program is only applicable to summer experiences. In order to be eligible the proposed internship must start after the end of the spring semester, and before fall classes begin.

My employer says I must get credit for this internship. Does this count?

Summer experiences that meet the eligibility requirements for this program will receive non-academic credit.

I have an internship offer, but my employer requires a form/letter/confirmation from Haverford. What should I do?

If your employer will accept non-academic credit as meeting their requirements, the Registrar's office, or for F-1 students, the International Student Support Office, can help with the documentation requested by your employer. Please contact us with the details about your employer's requirements.

How many times can I participate in this program? Can I do more than one internship during the summer?

Students may receive credit from this program for up to two summer experiences (one job/internship/fellowship, etc. per summer).

I applied but I no longer want the credit or I do not want to fulfill the post-experience responsibilities. What will happen?

Students who do not fulfill the post-experience reflective will not receive the credit notation on their transcript.

F-1 students who received Curricular Practical Training work authorization on the basis of participation in this program should be aware that not completing the responsibilities of this program will be considered a violation of their F-1 status. It is the student's responsibility to fulfill all requirements for CPT.

Questions? Points of Contact for this program:

Registrar's Office: [James Keane](#)

International Student Support Office: [Natasha Weisz](#) and [Sophie Goodfellow](#)