

3357:13-13-343 Life Experience Credit – Checklist for Faculty Advisor

1. ____ The department chair makes contact with a faculty member who agrees to supervise the student as the faculty advisor.
2. ____ The faculty advisor notifies the student the request has been approved.
3. ____ The faculty advisor contacts the student. The faculty advisor provides the student with a portfolio primer which consists of the syllabus, expectations of the course, course outcomes, due date. After the initial meeting between the student and faculty advisor, no refund of fees will be issued to the student.
4. ____ The student must complete the process no later than the fifth week of the spring term of the current academic year. (Life Experience Credit is not to be initiated or reviewed during the summer term.) The portfolio must be reviewed and graded within 30 days.
5. ____ The portfolio will be reviewed by faculty and/or external reviewer(s) with expertise in the field. The faculty advisor may also act as one of the reviewers.
6. ____ The results of the evaluation are recorded on the request form and sent to the Student Records Office.
7. ____ Portfolio is to be sent to the divisional dean's office and retained for 1 year.
8. ____ The faculty advisor will send a notification letter to the student indicating the course was successfully approved and the number of credit hours.
9. ____ A copy of this letter will be sent to the department chair.
10. ____ If faculty advisor determines more information or material is needed or the portfolio evaluation is not approved, see "Life Experience Credit Procedure" form item # 10.
11. ____ Grade will be recorded on the transcript as X – Proficiency Credit.
12. ____ After the review is completed, the department chair or divisional dean fills out the Faculty Compensation Form and indicates the dollar amount due for each faculty member and/or outside reviewer involved in the portfolio review process. Each faculty member signs the form and the form is forwarded to the Office of the Vice President for Learning for signature.

Effective: June 15, 2010

Expires: March 1, 2026

Review dates: 6/1/15, 3/15/21