

3357:13-13-344 Life Experience Credit – Checklist for Department Chairs

1. ____ Check to see if student has AT LEAST 5 FULL YEARS of relevant experience.
2. ____ The department chair makes contact with a faculty member who agrees to supervise the student as the faculty advisor.
3. ____ The faculty advisor notifies the student the request has been approved.
4. ____ The department chair fills out the Payment Slip and gives to the student.
5. ____ Cashier's Office stamps the form paid and sends it to the department chair.
6. ____ Once the payment slip is received, the department chair notifies the faculty advisor that the student has paid fees.
7. ____ Portfolios will be kept for at least one year by the office of the divisional dean.
8. ____ A copy of the notification letter to the student indicating the course was successfully approved and the original request form will be sent to the Registrar and will be filed in the student's permanent file in the Student Records Office.
9. ____ If faculty advisor determines more information or material is needed or the portfolio evaluation is not passed, see "Life Experience Credit Procedure" form item # 10.
10. ____ Grade will be recorded on the transcript as X – Proficiency Credit.
11. ____ After the review is completed, the department chair or the 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. The VPL office forwards the form to the Payroll Specialist.

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Expires: March 1, 2026

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