NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

In some curricular areas it is the policy of the College to recognize competencies acquired through life/work experience. In order to qualify, interested persons must apply for Life Experience Credit. Contact your Department Chair or Divisional Dean to determine if this is available in your degree major. A student must translate life and/or work experience into competencies, match competencies with what is specified in the course outcomes, and display these materials in a "portfolio." Students applying for Life Experience Credit must have five full years of relevant experience. Portfolios are evaluated by faculty and/or external reviewers with expertise in the field.

CHECKLIST

1. ___Student applying for Life Experience Credit must have five full years of relevant experience.

2. ___Student picks up "Life Experience Credit Request Form" from any academic administrative assistant and fills out the top half of the form. A separate form must be filled out for each course.

3. ___Student hand delivers the form to the appropriate department chair. The form is then maintained by the department chair until the evaluation is complete.

4. ___The department chair or divisional dean makes contact with a faculty member who agrees to supervise the student as the faculty advisor. The department chair or faculty advisor notifies the student the request has been approved.

5. ___The department chair or divisional dean fills out the Payment Slip and gives to the student.

6. ___Student takes the payment slip and makes payment at the Cashier's Office. Cashier's Office stamps the form paid and sends it to the department chair or divisional dean. The student receives a separate paid receipt from the Cashier.

7. ___Once the payment slip is received, the department chair or dean notifies the faculty advisor that the student has paid fees. Faculty advisor and reviewers are compensated when the portfolio evaluation is completed.

8. ___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.

9. ___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. 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. The results of the evaluation are recorded on the request form and sent to the Student Records Office. Portfolios will be kept for at least one year by the office of the divisional dean.

10. ___The faculty advisor will send a notification letter to the student indicating the course was successfully passed and the number of credit hours. A copy of this letter 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.
    a. If the faculty advisor determines that more information or material is needed for completion, an extension may be granted with approval from the department chair. The student will be notified in writing by the Supervisor of the Learning Contract of the required missing information/material. The submission deadline date will be determined by the faculty advisor, not to exceed 30 days.
    b. If the portfolio evaluation is not passed, the faculty advisor contacts the student in writing. A copy of this notification letter and the original request form is sent to the Registrar and will be filed in the student's permanent file in the Student Records Office.

11. ___After the review is completed, the department chair or the division 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. The student's payment slip must be attached. 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.

12. ___Grade will be recorded on the transcript as X – Proficiency Credit.