

NORTH CENTRAL STATE COLLEGE
POLICY AND PROCEDURES MANUAL

LIFE EXPERIENCE CREDIT – CHECKLIST
FOR STUDENTS

Effective: June 15, 2010

Policy No. 3357:13-13-342

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1. **___ Student must have AT LEAST 5 FULL YEARS of relevant experience in order to apply for Life Experience Credit.**
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. **___ Faculty advisor will notify student that request has been approved.**
5. **___ Student needs to pick up payment slip from department chair or divisional dean.**
6. **___ Student takes the payment slip and makes payment at the Cashier’s Office. The student receives a paid receipt from the Cashier.**
7. **___ 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.**
8. **___ The student must complete the process no later than the fifth week of the spring term of the current academic year. (Life Experience Credit will not to be initiated or reviewed during the summer term.) The portfolio must be reviewed and graded within 30 days.**
9. **___ The faculty advisor will send a notification letter to the student indicating the course was successfully passed and the number of credit hours.**
 - 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.**

10. ___When approved, grade will be recorded on the transcript as X – Proficiency Credit.