



## Request for Life Experience Credit Form

1. The student should submit a Request for Life Experience Credit Form requesting consideration for LEC for a specific, current catalog course and a complete resume to the Office of the Registrar. Both a Request for Life Experience Credit Form and resume must be received to continue with this process.
2. The Request for LEC Form and resume will be reviewed by the Registrar.
3. Upon this review, the Registrar will contact the student regarding a potential course for which LEC might be pursued. A course LEC portfolio description will be forwarded to the student. LEC portfolio collection will be determined by the course instructor and will include but may not be limited to the current policy guidelines.
4. LEC may be awarded upon satisfactory portfolio completion. This will be determined by the Registrar in conjunction with the course instructor.
5. LEC will be applied to the student transcript by the Registrar upon satisfactory portfolio completion and payment to the Business Office for the associated fee stated in the current tuition and fees schedule.
6. LEC portfolio completion and associated fee should be received before the final day of the semester during which the LEC consideration was requested.

Name: \_\_\_\_\_ Date: \_\_\_\_\_ Semester: \_\_\_\_\_

Student ID: \_\_\_\_\_ DOB: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Consideration for Life Experience Credit is requested for the following course(s) (list course ID and title):**

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### OFFICE USE ONLY

Date Received/By: \_\_\_\_\_ Resume Attached: \_\_\_\_\_ Student Notified of Receipt: \_\_\_\_\_ Instructor Notified: \_\_\_\_\_

Course(s) to pursue LEC:

LEC Portfolio Reqs Sent to Student and Course Instructor (Initials/Date): \_\_\_\_\_

Instructor Confirmation of Successful LEC Portfolio Completion Received: \_\_\_\_\_ SIS Updated (Date/By): \_\_\_\_\_

Business Office Notified (Date): \_\_\_\_\_ Student Notified (Date): \_\_\_\_\_ Advisor Notified (Date): \_\_\_\_\_

## **Policy for Life Experience Credit**

Realizing that some students will apply to Davis College after they have had many years of experience in the work force and/or Christian ministry, it is our desire to reward that accomplishment with college credit for this life experience. In accordance, the following guidelines must be adhered to in order to maintain appropriate accountability.

Students who have work experience or Christian ministry experience and desire that to be applied to the academic curriculum should contact the Registrar for an individual appraisal. Credit may be granted by the Registrar in consultation with the instructor of the particular course related to the field of experience.

The following guidelines must be met in order to consider credit for life experience:

- Student should submit a Request for Life Experience Credit Form and resume to the Office of the Registrar. (Form available upon request.)
- Student must be a minimum of 25 years of age. (Military veterans under the age of 25 may apply for military related experience.)
- All experience must be comparable with current catalog courses.
- The student must have a minimum GPA of 2.0 for 12 credit hours before this Life Experience Credit is approved for program requirements and grades issued.
- Students must provide the Registrar with a portfolio of the work accomplished. (Description available upon request.)
- No more than 12 credits will be granted for life experience.
- The student must demonstrate that a minimum of 120 hours of work/ministry in the field, per 3 credit hour course, was accomplished.
- The student will pay a \$100.00/credit hour evaluation fee for each portfolio presented.
- Courses would be listed on the transcript as Life Experience Credit and may not be accepted by other colleges or institutions if the student transfers out of Davis College.