Life Experience Assessment Program (LEAP) Request Form

Purpose:
For a student to be able to request that a life-experience or a proven trained skill be awarded as equal credit for a course(s):

LEAP Policies:
1. The general policies concerning credit from non-traditional sources are applicable.
2. LEAP credit is available only if the life experience warrants three (3) or more credit hours.
3. A non-refundable fee of $15 per credit hour is charged for the evaluation process, which includes review of a portfolio and/or documentation and demonstration of competencies.
4. For each applicant a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.
5. The LEAP review committee should consist of the Division Coordinator of the area from which credit is being requested, at least one faculty member with expertise in the relevant discipline, the Chief Student Affairs Officer's designee, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.

Avenues from which LEAP Credit can be Acquired	Suggested methods of evaluation

1. Structured course work from
   a. Vocational/technical educational programs
   b. Nursing and medical programs
   c. Non-accredited professional schools (art, secretarial, computers, etc.
   d. Military training courses
   e. Non-credit coursework
   f. Enrichment seminars, workshops, and courses
	1. Portfolio validating content, contact hours, completion and/or grades if applicable.

2. Work Experience (includes military experience)	2. Through well documented portfolio and a demonstration of acquired competencies.

The portfolio should consist of documentation of the acquisition of those competencies deemed necessary for specific course content such as:

- Awards
- Course Content Description and Contact Hours, Drawings, Diagrams, Artwork, etc.
- Work Experience Records and Job Description
- Graduation Certificates
- High School Co-op Work Experience Training Plan

- Licensures/Certifications
- Narrative of Experiences
- Letters of Recommendations/Testimony
- Transcripts

LEAP Procedures

1. A student who seeks LEAP credit should contact the Division Coordinator of the course.

2. If the Division Coordinator confirms the possibility that LEAP credit would be applicable, the student is instructed to prepare a portfolio and to complete the Application for LEAP Credit (see the following pages), and the appropriate sections of the Portfolio Worksheet and Assessment Evaluation Form for LEAP and to pay the $15 per credit hour assessment and evaluation fee.

3. The Division Coordinator should review the Application for LEAP Credit and the Portfolio Worksheet and Assessment Evaluation Form. If additional information is needed the Division Coordinator should request information from the Student.

4. If no additional documentation is needed, or once all needed documentation has been received, the LEAP credit request should be sent to committee review.

5. The Division Coordinator of the course will schedule an appointment for the applicant to meet with the review committee to discuss his/her experiential background, if necessary. If the committee agrees that the student's experiences warrant further action, the objectives and competencies for appropriate courses are reviewed. For work experience, a demonstration of acquired competencies will be scheduled.

6. An evaluation is completed by the committee, and appropriate credit is approved on the application form. Should the evaluation indicate that a student has demonstrated competencies for additional course-referenced credit hours, upon payment of $15 per credit hour, credit will be awarded for additional hours. However, if a student pays for nine credit hours and demonstrates competencies for only six credit hours, a refund will not be granted: payment is for the evaluation process, not the awarding of credit.

7. Copies of the evaluation form and completed application with credit approved are sent to the Registrar's Office. The portfolio is returned to the student; however, any other documentation is retained in the student's academic record.

8. A grade of "P" will be awarded for LEAP credits.

Application for LEAP Credit

Part I: Completed by Student and Submitted to Registrar

To: **Division Coordinator** _____   D*ate:* _____

From: _____   **LOLA ID #** _____
        Name of Student

Degree Program _____ **Concentration** _____ **Veterans Benefits?** *Yes or No (Circle)*

I request that my portfolio (other documentation) be reviewed for LEAP credit in:

_____   _____   _____
_____   _____   _____
_____   _____   _____
 Course Name & No.   **Descriptive Title**   **Hrs. Credit**

This application is based upon the following training, experience or non-credit coursework:
_____
_____

_____ **(Yes or No)** I am presently enrolled at River Parishes Community College.

My official academic record indicates that I have never registered for this/these course(s) for credit in any college or university and I have never received Academic Renewal after completing this course with a grade of "C" or higher. I understand that no more than 3 of the last 15 hours applied to a degree/certificate may be earned through any non-traditional means. I understand that fees paid are non-refundable and that the amount of credit awarded may be less than what is requested.

_____   _____
      Student's Signature   *Approved:* **Registrar**

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Part II: Submitted to Business Office by Student, then submitted by student to Division Coordinator.

Fee Payment: Fee of $15 per credit hour must be paid prior to initial committee meeting and before portfolio is reviewed by the LEAP Committee. If credit is not awarded, fees are non-refundable.

  FEE PAID: _____   _____   _____
                Cashier   Date   Total Hours to be Pursued

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Part III: Completed by Division Coordinator and submitted to VCA.

Student's LEAP portfolio and/or competencies have been reviewed and approval ("P" grade) has been granted for:

_____   _____   _____
  Course Name & No.   **Descriptive Title**   **Hrs. Credit**

  APPROVED: Division Coordinator–Course: _____ Date: _____

_____   _____   _____
  Course Name & No.   **Descriptive Title**   **Hrs. Credit**

  APPROVED: Division Coordinator–Course: _____ Date: _____

_____   _____   _____
  Course Name & No.   **Descriptive Title**   **Hrs. Credit**

  APPROVED: Division Coordinator–Course: _____ Date: _____

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Part IV: Completed by VCA and submitted to the Registrar

_____   _____   _____
  Vice Chancellor of Academic Affairs   **Total Hours Awarded**   **Date**

PORTFOLIO WORKSHEET AND ASSESSMENT EVALUATION FORM FOR LEAP CREDIT

Student's Name _____   LOLA ID # _____

Address _____   City/State/Zip _____

Telephone # _____   Completion Date _____

INSTRUCTIONS:
A course description list is located in the RPCC General Catalog which can be found on the school website. Use this to reference your acquired competencies and include in your portfolio. You may also attach a list of alternate competencies if they are appropriate to the course description. Remember that a DEMONSTRATION of competencies acquired is also required if LEAP credit is being requested for work experience; a demonstration is not required for structured course work from other institutions. To receive credit for a course, it must be demonstrated that you have acquired a minimum proficiency of 75% in the competencies listed for the course or for approved alternate competencies listed.

Attach as many sheets as is necessary to cover all of the competencies:

TO BE COMPLETED BY THE STUDENT				TO BE COMPLETED BY THE COMMITTEE		
Course Number	Credit Hours	Competencies Acquired (Reference to Catalog)	Type of Documentation (Code* at Bottom)	Documentation Approved ___ Yes No	Demonstration Approved ___ Yes No	Credit Recommended ___ Yes No

Committee Signatures:

Faculty _____   Date _____

Division Coordinator _____   Date _____

Registrar's Representative _____   Date _____

Additional Expert _____   Date _____

Upon completion of evaluation, the Division Coordinator should complete Part 3 of the Application for LEAP Credit and forward to the Registrar's Office.

Documentation Codes:
A - Awards
C - Course Content/Description (Credit or Non-credit) and Contact Hours
D - Drawings, Diagrams, Artwork, etc.
E - Work Experience, Job Description, etc.
G - Graduation Certificates
H - High School Co-op Work Experience Training Plan

L - Licensure / Certifications
N - Narratives of Experience
O - Other
R - Letters of Recommendation / Testimony
T - Transcripts