



**Volunteer State Community College**  
**Office of Career Placement and Cooperative Education**  
**Dr. Rick Parrent, Director**  
Mel Timberlake, Administrative Assistant  
615-230-3307

## INSTRUCTIONS FOR PURSUING CREDIT FOR LIFE EXPERIENCE

1. Contact the Chair of the Credit for Life Experience Committee to request a meeting with the Committee to determine that your credentials are suitable. The maximum awarding of (9) credit hours may be achieved.
2. Upon approval to pursue the credit for life experience option, the Chair will inform you of:
  - a. the applicable assessment fee to be paid.
  - b. the deadline for completion of the portfolio or submission of the required documentation.
  - c. the faculty member assigned to work with you in the development and preparation of the portfolio (detailed resume, education, employment history, professional activities, transcripts, certificates, letters of reference, CEU's, professional evaluations, etc.)
  - d. the procedures to be followed throughout the review process.
3. Upon completion of the portfolio/presentation of required documentation, the faculty member will inform the Credit for Life Experience Committee of the need to schedule a final meeting with the Committee to review the documentation and to verify completion of the process.
4. The committee will submit its recommendation and the student's supportive documentation through the appropriate dean to the Vice President of Academic Affairs for final approval.
5. Upon final approval from the Vice President of Academic Affairs, the Office of Admissions and Records will enter the credit award on the student's transcript. Grades are not awarded for successful completion of courses through Credit for Life Experience.

6. The chair of the Credit for Life Experience Committee will inform the student of the status of his/her request.

### Request for Credit for Life Experience Must Be Submitted At least one semester before enrollment.

In cases where elective credit is requested (selected topics courses), the Chair of the Committee will invite the appropriate Dean and/or his representative to meet with the student and the Committee to determine that the student's life experience meets the criteria and to ascertain the level of credit to be awarded (1 to 4 semester hours of credit).

#### Development of Portfolio for Life Experience

Upon the determination by the Committee to pursue Credit for Life Experience, the student will complete the Credit for Life Experience Request Form, pay the appropriate assessment fee, and submit the form to the Committee Chair.

The Committee Chair will inform the Academic Dean to identify a faculty member to work with the student to prepare the portfolio/supportive documentation. Dependent upon the course content, the portfolio may contain a job description, resume, performance evaluations, letters of reference, documented attendance at seminars/workshops, transcripts, previous education, certificates of completion, etc.

The assigned faculty will inform the Committee Chair when the student's work is completed. The Chair will meet with the student to discuss the final presentation of documentation. The Committee Chair will forward the final recommendation through the Academic Dean to the Vice President of Academic Affairs for final approval. Upon receipt of that approval, credit hours for transcript entry will be forwarded to the Office of Admissions and Records. Since grades are not awarded for successful completion of a course through Credit for Life Experience, the student's GPA will not be affected.

#### Example of Fee Payment

A non-refundable application fee of \$25.00 is required when a request for Credit for Life Experience is made. If credit is awarded, this application fee is applied toward the maintenance fee for the number of credit hours sought (Example: 3 credit hours X \$78 per credit hour=\$234-25.00 application fee =\$219.00 balance).

Sample Requirements  
Student Portfolio  
Credit for Life Experience

The student's portfolio may include the following:

- Cover Page and detailed outline or table of contents.
- Most current course syllabus of the course petitioned for credit.
- Detailed resume to include: education, employment history, continuing education units, professional activities, association memberships, civic and social activities, honors, etc.
- Narrative: to be typed in manuscript style with a detailed explanation of activities listed in the resume, describing the theoretical and experiential knowledge as it relates to the specific course.
- Verifications: documents such as transcripts, professional certificates, documentation regarding previous military experiences, CEU's, letters of reference from employers and colleagues, professional evaluations, testimonials, position descriptions, performance evaluations, products of professional activities, etc.

Volunteer State Community College  
Credit for Life Experience  
Request Form

Applicant:

Address:

Day Phone:

Evening Phone:

Course(s) for which Credit is requested:

Major/Degree

Anticipated Graduation Date:

Documentation to be provided:

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Receipt #: \_\_\_\_\_

\_\_\_\_\_  
Initial: \_\_\_\_\_

\_\_\_\_\_  
The Credit for Life Experience Committee has met with the above-named student and recommends that he/she pursue Credit for Life Experience for the course(s) indicated. Please assign a faculty member in the area of \_\_\_\_\_ to work with the student to develop and prepare supportive documentation and/or to identify certification, scores, etc. required.

\_\_\_\_\_  
Signature, Chair, Credit for Life  
Experience Committee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Faculty Member Assigned

\_\_\_\_\_  
Signature, Dean

\_\_\_\_\_  
Date

Volunteer State Community College  
Credit for Life Experience  
Status Report/Credit Recommendation

Applicant:

Credit Recommendation:

Course Number and Title:

Credit Award:

Competencies Evaluated:

I have evaluated the applicant's supportive documentation and, based on that assessment, recommend the following:

\_\_\_\_\_ Disapproval of credit sought

Justification:

\_\_\_\_\_ Approval of credit sought

\_\_\_\_\_  
Faculty Member

\_\_\_\_\_  
Date

\_\_\_\_\_  
Interview Conducted and Recommendation

\_\_\_\_\_ Disapproval of credit sought

Justification

\_\_\_\_\_ Approval of credit sought

\_\_\_\_\_  
Dean

\_\_\_\_\_  
Date

\_\_\_\_\_  
AUTHORIZATION TO AWARD CREDIT

\_\_\_\_\_ has met the requirements to receive credit for life experience for course \_\_\_\_\_. I am authorizing the granting of \_\_\_\_\_ credit hours to be entered on the applicant's transcript of record.

\_\_\_\_\_  
Vice President of Academic Affairs

\_\_\_\_\_  
Date

cc: Chair, Credit for Life Experience Committee for distribution to applicant.

## Credit by External Examination

### Description

Currently enrolled and former credit students may request college credit for successful completion of acceptable national, regional, or state examinations. Credit may be applied to specific courses offered by the College or to elective courses such as those listed in the College catalog as "Selected Topics."

A list of approved examinations (i.e., SOCAT, CPS, CPM, etc.) is available in the Office of Admissions and Records. Contact the Director of Admissions to determine if the examination completed is included on the list, the courses for which credit may be awarded, and the requirements for entering that credit on the student transcript.

### Fee

A \$15 fee is assessed per examination reviewed for entry of the credit on the student transcript.

Instructions for pursuing Credit for Life Experience are distributed by the Office of Placement and Cooperative Education. Request forms are to be returned to this office. Please address all correspondence and/or questions via mail or phone to:

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