Purpose: To award for learning gained prior to enrollment at La Roche College.

Policy: Under Credit for Life Experience, learning must be related directly to a course offered by La Roche College and appearing in the catalog with the exception of courses listed as Internship, Independent Study, or Direct Research. The total number of credits awarded for life experience shall not exceed 30 credits and shall not be included in the last 30 credits required for residency at La Roche. Each division may limit further the maximum number of credits to be counted towards a major. Experience which could merit credit includes extensive experience in one’s work which would relate to a major at La Roche or experience in a given area not related to a major. Exception to this policy may occur only with the permission of the Vice President of Academic Affairs.

STEP I: REGISTRAR
ID# ___________ Name: ____________________________________________ is applying for Credit for Life Experience the ___________________ 20__ Semester. I verify this student is in good standing and eligible for this process according to the policy listed above.

__________________________________________________________
Registrar’s Signature Date

STEP II: STUDENT AND ADVISOR

<table>
<thead>
<tr>
<th>Cat. No.</th>
<th>Course Title</th>
<th>Credits</th>
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____________________________________________________
Student’s Signature Date

____________________________________________________
Advisor’s Signature Date

STEP III: FINANCE OFFICE
The application fee of $ ______ has been received for Credit for Life Experience.

____________________________________________________
Finance Office Signature Date

STEP IV: ADVISOR
The advisor will contact the appropriate department chair to establish an evaluation committee.

____________________________________________________
Advisor’s Signature Date
STEP V: DEPARTMENT CHAIRPERSON
The Committee to review the portfolio of ________________________________ is:

1. __________________________________________________

2. __________________________________________________

3. __________________________________________________

__________________________________________ is appointed to convene the committee to examine the portfolio and submit a final grade.

____________________________________________________

Department Chairperson’s Signature Date

STEP VI: PORTFOLIO REVIEW COMMITTEE
The committee met on (date) ________________________________, examined the portfolio of the above name student, and recommends that the following action be taken:

_____ No credit awarded

_____ Credits be awarded for __________ ________________

Cat. No. Course Title

Signatures of all committee members: Date:

______________________________________

______________________________________

______________________________________

STEP VII: REGISTRAR
Received in the Registrar’s Office on _______________________________.

(Date)

Recorded in the Registrar’s Office on _______________________________.

(Date)

Copies are forwarded to the Finance Office for billing the per credit fee to the students account.

___________________________________________________________

Registrar’s Signature Date

After credit is awarded, copies of the credit for life experience application need to be sent to:

___ Registrar’s Office

___ Finance Office

___ Department Chair (copy to be included in portfolio

___ Student file