

# APPLICATION FOR LIFE EXPERIENCE CREDIT

NAME \_\_\_\_\_

DATE \_\_\_\_\_ OASIS ID # \_\_\_\_\_

ADDRESS \_\_\_\_\_

TELEPHONE NUMBER \_\_\_\_\_

EMAIL ADDRESS \_\_\_\_\_

- Life Experience Credit (LEC) is defined as credit hours awarded for learning experiences that have taken place in non-traditional settings, especially knowledge and skills learned in the workplace.
- LEC is awarded only by degree-granting departments and is considered transfer credit. It will not be awarded if the transfer credit maximum has already been accepted from previous colleges and/or universities.
- A maximum of 16 credit hours in credit equivalency can be earned toward graduation requirements.
- LEC is not awarded for unaccredited instruction, lessons or instruction in an unaccredited school.
- Life Experience Credit is not awarded during the final 12 hours of residency at the college.
- An Application for Life Experience Credit must be filled out for each department in which credit is being sought.

## PROCEDURE

1. Fill out the application completely.
2. Pay a non-refundable fee of \$100 for each application at the Cashier's window at 600 S. Michigan Ave., 3rd floor.
3. Submit this application, the Cashier receipt for payment, and all supporting documents to the appropriate department chairperson for evaluation. Keep copies of your documentation, as they become part of your permanent record and will not be returned.

Describe the experiences for which you are seeking credit; these experiences must be equivalent to coursework offered at Columbia College Chicago. Be specific and include the names and addresses of persons or agencies involved. Include dates and attach any relevant documentation, e.g., résumés, certificates, letters of recommendation. Indicate, if applicable, how samples of your work can be seen. An interview may be required.

4. Once the Office of the Registrar receives this application—completed and approved by the department chairperson and the Associate Dean of the appropriate school—along with the Cashier receipt, the credit awarded will be posted to your transcript. A confirmation will be mailed.

1. DESCRIBE THE SPECIFIC LIFE/PROFESSIONAL EXPERIENCES THAT YOU BELIEVE QUALIFY FOR LIFE EXPERIENCE CREDIT.

2. LIST THE SUPPORT MATERIALS THAT YOU ARE PROVIDING.

3. LIST THE AGENCIES/PLACES OF EMPLOYMENT IN WHICH THE LEARNING EXPERIENCES TOOK PLACE.

4. LIST THE NAMES, ADDRESSES AND PHONE NUMBERS OF SUPERVISORS WHO CAN CONFIRM YOUR EXPERIENCES.

5. LIST THE EQUIVALENT COLUMBIA COLLEGE CHICAGO CLASSES FOR WHICH YOU ARE SEEKING CREDIT (INCLUDE THE COURSE NUMBER AND TITLE).

6. ENCLOSE THE DOCUMENTATION AND SUBMIT THIS APPLICATION TO THE DEPARTMENT CHAIR FOR REVIEW.

# APPLICATION FOR LIFE EXPERIENCE CREDIT

NAME \_\_\_\_\_

OASIS ID # \_\_\_\_\_

I have reviewed the application for Life Experience Credit of the above-named student, and am awarding the following Columbia College Chicago credit:

COURSE NUMBER _____	TITLE _____	CREDIT HOURS _____
COURSE NUMBER _____	TITLE _____	CREDIT HOURS _____
COURSE NUMBER _____	TITLE _____	CREDIT HOURS _____
COURSE NUMBER _____	TITLE _____	CREDIT HOURS _____
COURSE NUMBER _____	TITLE _____	CREDIT HOURS _____
COURSE NUMBER _____	TITLE _____	CREDIT HOURS _____

DEPARTMENT CHAIRPERSON (PRINT NAME) \_\_\_\_\_

DEPARTMENT CHAIRPERSON'S SIGNATURE \_\_\_\_\_

DEPARTMENT/PROGRAM \_\_\_\_\_ DATE \_\_\_\_\_

ASSOCIATE DEAN'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_