



# APPLICATION FOR LEAP CREDIT.

## Life Experience Assessment Program

Application for LEAP Credit must meet each of the following requirements:

1. The applicant must demonstrate why LEAP Credit should be given rather than through traditional means.
2. The applicant must secure permission of the Academic Affairs Office and the department that will assess the application.
3. The applicant must be enrolled as a regular student of the college.
4. The applicant must submit documentation (resume or a portfolio of work) to be assessed by the program manager.
5. The applicant must successfully complete other credit in residence during the semester in which the LEAP Credit is earned.

The Dean of Academic Affairs must approve any waiver of these requirements. Only courses passed will be recorded on the student's record. A grade of "P" will be given and the courses will not be computed in the student's average

**Applicant's Name:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Applicant's ID:** \_\_\_\_\_ **Term LEAP credit will be applied** \_\_\_\_\_

**Course in which LEAP Credit is requested:** \_\_\_\_\_

**Course Subject and Number:** \_\_\_\_\_ **No. of credit hours:** \_\_\_\_\_

**Reason(s) why credit by LEAP Credit should be given rather than through traditional means:**

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**Courses scheduled this semester:**

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**Authorization from Department Chair/Program Manager:** \_\_\_\_\_

**Approval from Dean of Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**FEE PAID** (Amount) \$ \_\_\_\_\_ (\$8.00 per credit hour)

**Bursar's Office Confirmation of Payment:** \_\_\_\_\_

Signature and Date

**After payment, attach a copy of this document to portfolio/resume for LEAP Credit packet and submit to division's office.**

**ASSESSMENT:** \_\_\_\_\_ (Pass/Fail) **PASSING CERTIFIED BY:** \_\_\_\_\_

Instructor's Signature and Date

**Registrar's Office Processor:** \_\_\_\_\_

Signature and Date