Credit for Life Experience “CLE” (Portfolio/Skills Assessment)

Students who are able to demonstrate skills and achievements through their life experiences (employment, volunteerism, demonstration, etc.) prior to enrollment in a given course may be eligible for credit for life experience. The portfolio must evidence knowledge that can be supported through the demonstration of competence, written or oral examination, and documentation from a current or past employer. The review and evaluation of student achievement will be conducted by a faculty member familiar with the discipline in which the student is seeking credit.

General Guidelines

- Credit for life experience is at the discretion of each department and limited to the courses within that department.
- The portfolio must demonstrate a minimum of 80 percent of the course objectives and units of instruction have been met.
- A student must submit a separate portfolio for each course he/she is seeking credit.
- A limit of 18 credits can be obtained through portfolio completion.
- Portfolio credits are recorded with an “L” and not computed in the grade point average “GPA”.
- General education courses and any course in which a CLEP exam is offered are not eligible for credit for life experience.
- Portfolio credits are not accepted from another postsecondary institution.
- There is a non-refundable fee of $50.00 for portfolio review, and an additional fee of $50.00/credit awarded. When credit is awarded, the portfolio review fee will be subtracted from the fees/credit owed.

For example; a student pays $50.00 for a portfolio review. The student is awarded 3 credits for the portfolio – 3 credits x $50.00/credit = $150.00 owed. Subtract the $50.00 review fee and $100.00 is owed for the 3 credits.

Procedure

- Schedule an appointment with the academic dean “the dean” over the course in which you are seeking CLE. During this meeting the dean will provide information regarding the course of interest. This information will include but is not limited to, the course guide, course catalog information and faculty member contact information who is assigned to the portfolio review. The dean will also review the CLE Acknowledgement and Agreement form to assist the student in determining if CLE through portfolio development is an option they would like to pursue.
- The student who chooses to develop a portfolio for CLE, must submit the completed CLE Acknowledgement and Agreement form to the dean. The signed form indicates the student has been informed of the CLE guidelines, fees and responsibilities.
- The student develops the portfolio utilizing the portfolio template.
- The completed portfolio is submitted to the dean along with the $50.00 non-refundable deposit. The portfolio must contain all information the student wants considered in their request for CLE and evidence a minimum of 80% of the course outcomes and objectives are met.
- The dean forwards the completed portfolio to the assigned faculty member for review. The faculty member may contact the student to clarify information submitted during this step.
Upon completion of the review, the Dean and/or course faculty reviewer will provide feedback to the student regarding the status of the CLE request.
  o If the portfolio is approved, the student will receive a written verification/email from the Registrar of the approval and advise the student to make the appropriate tuition and fee payment.
  o If the request for CLE is not granted, the student is encouraged to meet with the course faculty reviewer to clarify information that would strengthen the portfolio. The student is allowed one additional portfolio submission for review. The deadline for resubmission will be agreed upon by the student and reviewer.

Upon review of the resubmission, the dean will provide written notice/email to the student of the reviewer’s final decision. Students not in agreement with the decision are advised to follow the Credit for Life Experience (CLE) Appeal Policy.