

Credit for life experience may be granted for courses for which credit cannot feasibly be granted by other means, such as advanced placement, CLEP, credit by examination, or transfer credit. A student may submit a request to petition for credit for life experience to the appropriate academic dean (or designee), who must approve the petition prior to the student's submission of a portfolio documenting professional experience that directly relates to the content of a specific course at Pellissippi State.

The student must meet the College's graduation residency requirement as specified in the college catalog.

Procedure

1. Student prints Credit for Life Experience form from the PLA website (<http://www.pstcc.edu/pla>), completes the petition section of the form and schedules an appointment with the appropriate academic department dean (or designee).
2. If the dean (or designee) grants approval for the student to proceed, he or she appoints a faculty committee of at least two members, who schedule a meeting with the student to discuss instructions and guidelines for the documentation of the experience to be included in a portfolio.
3. Upon completing the portfolio, the student schedules an interview with the faculty committee to explain or clarify the experience.
4. The faculty committee reviews the documentation, completes the approval form and forwards it, along with the compiled documentation, to the dean for review.
5. Upon approval, the dean forwards the form and materials to the Chief Academic Officer for review. If the request for credit is denied, the dean (or designee) contacts the student.
6. Upon approval, the Chief Academic Officer forwards the form to Records for implementation of the credit and returns all documentation to the department office. Records forwards a copy of the completed form to the department office, files the original form, and notifies the student that credit has been recorded.

Approved: Executive Council, November 25, 1992

Executive Council, March 29, 1993

Editorial Changes, April 20, 1993

Approved: President Allen G. Edwards, September 9, 1997

Approved: President Allen G. Edwards, August 6, 2001

Approved: President's Staff, December 12, 2005

Approved: President's Staff, May 15, 2006

Approved: President Allen G. Edwards, May 15, 2006

Editorial Changes, July 2008, July 1, 2009

Reviewed/Recommended: President's Staff, April 25, 2011

Approved: President Allen G. Edwards, April 25, 2011

Reviewed/Recommended: President's Council, September 28, 2015
Approved: President L. Anthony Wise, Jr., September 28, 2015

CREDIT FOR LIFE EXPERIENCE

PELLISSIPPI STATE COMMUNITY COLLEGE

Student: (Some four-year institutions do not accept transfer credit for life experience.) After completing this form, make an appointment with the appropriate Academic Department Dean for discussion. The department secretary will assist you in making the appointment with the appropriate person.

Date: _____ Name: _____ Student ID _____

This is a request to petition for credit through life experience for the following course(s) or other program requirements.

Course Prefix and Number	Course Title	Credit Hrs.
_____	_____	_____
_____	_____	_____
_____	_____	_____

This course(s) (or credit hours) is required for (AAS, AS, AA or certificate) _____ Degree in _____
Major

Anticipated Graduation Date: _____

Rationale for Request:

Request to petition approved by: _____ (Academic Department Dean or designee)

Date _____ Department _____

Faculty Committee assigned for evaluation:

Course Objectives Achieved:
(Attach Course Syllabus)

Date of Oral Interview _____

Comments (Committee Chair):

Approval:

Faculty Committee

_____ Date _____

_____ Date _____

_____ Date _____

_____ Date _____

Department Dean _____ Date _____

Chief Academic Officer _____ Date _____

*Records _____ Date _____

* Records implements credit and returns a copy of the form to the department office.