

Credit for life experience may be granted by verification of college credit recommendation in the Directory of the National Program on Noncollegiate Sponsored Instruction or by approval by the vice president of Learning, the academic department dean and an appropriate faculty committee.

A request to petition for credit for life experience will be approved by the appropriate academic department dean (or designee) 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.

Credit for life experience may be petitioned for courses for which credit cannot feasibly be granted by other means, such as advanced placement, CLEP, credit by examination, or transfer credit. Credit for life experience may be granted for up to 25 percent of the credit applied toward the degree. In exceptional individual cases, however, up to 30 credit hours may be awarded if justified by the special nature and content of the learning experience. The student must also meet the college's graduation residency requirement as specified in the college catalog.

#### Procedure

1. Student requests Credit for Life Experience form from the appropriate department office, 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 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 completes the approval form and forwards it, along with the portfolio and any other documentation, to the dean for review.
5. Upon approval, the dean forwards the form and materials to the vice president of Learning for review.
6. Upon approval, the vice president of Learning forwards the form to Admissions and Records for implementation of the credit and returns the portfolio and any other documentation to the department office. Admissions and Records forwards a copy of the completed form to the department office and files the original.

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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  
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**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:

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

Date \_\_\_\_\_ Department \_\_\_\_\_

Faculty Committee assigned for evaluation:

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Course Objectives Achieved:  
(Attach Course Syllabus)

Date of Oral Interview \_\_\_\_\_

Comments (Committee Chair):

Approval:

Faculty Committee

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Date \_\_\_\_\_

Department Dean \_\_\_\_\_ Date \_\_\_\_\_

Vice President of Learning \_\_\_\_\_ Date \_\_\_\_\_

Admissions and Records\* \_\_\_\_\_ Date \_\_\_\_\_

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