Life Experience Assessment Program (LEAP)

STUDENT INSTRUCTIONS

The Life Experience Assessment Program (LEAP) is designed to help you reflect upon what you have learned in your life and how that learning may be applied to a College degree. The purpose of the Program is to identify and document experiential learning and determine its applicability to your degree.

College credit can be granted only for verifiable college level learning acquired through life or work experience. The focal point of the assessment process is the preparation of a portfolio that contains evidence of learning. You will be responsible for becoming familiar with the requirements of the degree of your choosing and for verifying that your learning applies to that particular course outcomes of the courses you indicate. Your portfolio consists of documents that demonstrate that pertinent experiences have provided evidence of college-level learning.

The Dean of the degree granting department will provide advisement and assistance during the preparation process, but you should keep in mind that the responsibility for meeting deadlines and fulfilling the requirements for the portfolio and the assessment of the Portfolio remains with you.

LEAP credits are awarded In accordance with the SUNY Erie Prior Learning Assessment Policy. Be advised of the following:

(a) A student is eligible for only one type of credit for each course or its equivalent.
(b) Erie Community College does not guarantee the transferability of credits awarded through transfer or prior learning.
(c) Academic credits are awarded with the approval of academic affairs.
(d) Transfer or Prior Learning Credits are only awarded to matriculated students.
(e) Transfer or Prior Learning Credit does not count toward the 30 credit hour residence requirement.
(f) Transfer or Prior Learning Credits may not be used to acquire or maintain full-time status.
(g) Transfer or Prior Learning Credits might be used to satisfy the academic requirements for the Excelsior program for New York State residents.

The following procedures will be used to process your request:

1. You will send a summary of your request for assessment of prior learning to the Dean of the student's major via email, including how many credits are being requested, and for what courses.

2. Once instructed by the Divisional Dean to proceed, you will have 60 days from the start date to follow the instructions in this document to prepare a portfolio. Portfolios should be submitted as

online packet of information unless the Dean grants permission for another format sent via email as a single attachment including:

Section I – General Information
Section II – Resume
Section III – Statement of Request
Section IV – Professional Training
Section V – Other Learning Experiences

3. The Divisional Dean will review the request, and take the following steps:
    a. Notify student of the total amount due and the due date of the portfolio.
    b. Appoint two faculty assessors or any other individuals deemed appropriate for the LEAP committee who will be responsible for ensuring that the learning documented in the portfolio is equivalent to credit earned.
    c. Forward the Portfolio to the department LEAP committee for review.
    d. Coordinate meetings and provide advisement as necessary.

4. You are responsible for the cost of $70.00 for the first six credits (non-refundable) and $25.00 for each additional approved credit hour. It is your responsibility to hand carry payment to the appropriate campus Bursar Office, and provide a copy of the receipt to the Divisional Dean. The receipt of the proof of payment will start the LEAP process. Students will have 60 days to submit the portfolio. Once submitted, the student will receive notice of the credit awarded for the LEAP portfolio within 30 days. Any discrepancies of credit requested and credits rewarded will be addressed to the Dean.

5. Upon receipt of the LEAP Committee Decision Form the Academic Dean's office will send a memo to the Registrar's office to have the credits added to the student's transcript.

Life Experience Assessment Program (LEAP)

STUDENT PORTFOLIO INSTRUCTIONS

Do not attempt to complete the Portfolio without discussing your intention with your Divisional Dean. Please read these portfolio instructions carefully before beginning to prepare the Portfolio.

Section I – General Information

Fill-in all of the requested information in this section. The relationship of the credits to be awarded and your major are very important to the LEAP committee.

Section II – Resume

The Resume is intended to give a brief record of the experience and activities in which you have participated. This record will provide an overview of your activities for the LEAP committee and should help you identify experiences from which you have acquired demonstrable collegiate-level learning. You may attach your own resume in place of this section in the packet.

You may use additional sheets to list your employment history, military service and other experiences. This resume should be brief BUT complete. Consequently, all your activities should be included in the list. It is important that the LEAP committee has your complete background.

Section III – Statement of Request

The LEAP committee needs to have a clear statement from you concerning precisely what you want. The following items should be covered in your statement:

1. Why you are seeking credit for learning you have acquired in experiences prior to and external from Erie Community College programs?
2. What experience will be the basis for your request?
3. Why should the LEAP committee favorably accept your request?
4. How do these experiences relate to your chosen degree program?
5. How does the experience fulfill the course objectives of the course the credits will fill?

You should be familiar with your graduation requirements and the applicable course outlines before attempting to prepare your statement.

Section IV – Professional Training

The American Council of Education has evaluated a number of Professional Training Programs and has given recommendations regarding the awarding of academic credit for courses within those programs. The Divisional Dean will be able to help you identify these courses. All that will be required for you to do regarding these courses is to complete the chart in Section IV. All other professional training activities will require further documentation.

Certificates for professional training provide an indicator of a level of learning; however, they do not, by themselves, provide sufficient evidence of learning. Further supporting evidence must be presented. In order to further substantiate professional training represented by certificates, you should submit specific information concerning course content. For each course listed in Section IV for which you have received a certificate, also provide a course syllabus. This syllabus should include: Course content, time (in hours) spent in the class, required readings, format of class, name of instructor, his title, what type of tests (if any) were given and copies of the tests (if available).

You should include the certificate of any formal letter of completion that you received and a statement of what you learned in each course.

If you have completed a professional training program that did not award certificates, you should provide the same information as noted previously. In addition, it is important that the LEAP committee be able to contact someone (Personnel Director, Training Supervisor, etc.) at your place of employment (or former employment) to receive any records they may have kept. Thus, it is important that you give us this address and phone number.

Section V – Other Learning Experiences

After you have determined which experiences may be suitable for being considered for academic credit, place them in a category as outlined in Section V of the Student Portfolio Form. For each experience, you should provide all of the following information. The LEAP Committee requires as much documentation and justification as possible to determine if the level of learning you have acquired in your experience is commensurate with college-level learning.

College-level learning may be identified in one or more of the following ways:

1. by relating your learning to subject areas traditionally taught in colleges;
2. by indicating that what you have learned is at a level of achievement equal to what is normally taught in college;
3. by comparing your learning with groups who have completed college-level work;
4. by relating you learning to a personal goal that might require college-level learning;
5. by identifying your learning as that normally acquired after one reaches adulthood;
6. by identifying your learning as that normally acquired after high school and expected for professional acceptance.

For each experience, you must provide written statements about the learning acquired and documentation concerning the learning.

A. Statements

Your statements should be written so as to demonstrate the general applicability of what you have learned. This general applicability should demonstrate how you are able to apply what you have learned to other situations.

A second element in your statement should be an ability to demonstrate the learning's theoretical and practical nature. Everyone has experiences, but not everyone learns from their experiences. This program requires an understanding of the distinction between experience and learning. Learning acquired within experience entails an ability to conceptualize and articulate what you have learned in the experience. College courses seek to provide a theoretical understanding. You must be able to demonstrate that you have acquired more than just practical mastery or competence in dealing with the material under consideration. To receive credit for your learning, you should be able to demonstrate how to do something and why you are able to do what you do. Manual or practical skill alone is not sufficient.

Your statements should be made with the recognition that an expert is going to evaluate your competence. In addition, this competence must be related to your degree program. You should show the relationship. For example, even though you may be an expert electrician and know how and why you wire circuits in prescribed ways, this knowledge does not seem to apply to most degrees at ECC. Unless you can justify how this knowledge pertains to the department you're matriculated in, say, our Industrial Technology or Information Technology Departments, then your request may be rejected.

B. Documentation

All experiences will require some type of documentation. The purpose of the documentation is to provide sufficient verification of the level of learning that you have acquired. Avoid the danger of either over-documenting or under-documenting.

Section V includes examples of what you can use to provide evidence of your learning.

Life Experience Assessment Program (LEAP)

STUDENT PORTFOLIO
Section 1 – General Information

Name: Click here to enter text. Click here to enter text. Click here to enter text.
Last First Middle Initial

College ID: Click here to enter text. Phone: ( ) Click here to enter text.

Address: Click here to enter text.

City: Click here to enter text. State: Click here to enter text. Zip Code: Click here to enter text.

Major: Click here to enter text. Matriculated Dept.: Click here to enter text.

Day or Evening: Click here to enter text.

Number of Credits Requested: Click here to enter text.

Name of Courses Requested: Click here to enter text.

Privacy Act Statement

This college abides by the provisions of the Family Educational Rights and Privacy Act of 1974. Personal statements or evaluations provided by any individual as a part of this application do not become a part of the student's permanent record.

The portfolio will be viewed only by those who have an official reason for doing so. Those who will or may view your portfolio include the appointed LEAP committee reviewers and approvers of the Life Experience Assessment Program. Any data that arises from portfolios will be in the aggregate only and will in no way be attributed to individuals. Students compiling exemplary portfolios may be asked to sign a voluntary waiver so that their portfolios may be viewed as examples.

Note: Students are also advised that they must not include materials in their portfolios which violate the legal and moral rights to privacy for individuals.

Section II – Resume

(You may attach your own resume in place of this section in the packet.)

High School(s) Attended

Name	Location	Year Graduated
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

College(s) Attended

Name	Location	Year Graduated
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

Military

Branch	Rank	Unit	Length of Service
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

*Professional Organizations (List names, positions held and length of participation):
Click here to enter text.

*Community Organizations (List names, positions held and length of participation):
Click here to enter text.

*Foreign Travel (Countries, length of stay):
Click here to enter text.

*Foreign Languages (speak, read, write):
Click here to enter text.

*Hobbies:
Click here to enter text.

*Awards and Citations:
Click here to enter text.

*Publications:

Click here to enter text.

*Employment:
Click here to enter text.

Section III – Statement of Request

Submit a general statement about what you are applying for and why you feel you are eligible.

Click here to enter text.

Section IV – Professional Training

BE SURE TO INCLUDE TRANSCRIPT OR DOCUMENTATION OF PROGRAMS COMPLETED

Employer & Location of Records for Program	Title of Training Program	Description of Program	Length of Program	Year	Course of Subsection Titles	Grade (If Applicable)
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.
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Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.	Click here to enter text.

Section V – Other Learning Experience

Please mark the boxes below for each experience you are using as evidence.

PERSONAL / ARTISTIC ACCOMPLISHMENTS	PROFESSIONAL ACCOMPLISHMENTS	EDUCATION / TRAINING	EMPLOYMENT	TRAVEL
☐ Award(s), Community Service	☐ Audiovisual Presentation(s) Given	☐ Certificate(s), type and year obtained	☐ Government Experience; political involvement	☐ Conferences or Seminars attended, provide programs
☐ Books Read, list of	☐ Award(s), Professional	☐ Degree(s), college(s) attended, campus clubs and activities	☐ Job Descriptions; description of tasks	☐ Countries Visited, list of and evidence
☐ Drawings, Paintings, Sculptures	☐ Concepts Developed and Adopted, including evidence	☐ Diploma, high school attended, accomplishments and clubs	☐ Performance Evaluation(s)	☐ Exhibits Visited, list of and evidence
☐ Expert(s) Consulted	☐ Corroboration Letters from superiors, peers, clients	☐ Equivalency Exam(s), type, score, amount of credits requesting or granted	☐ Performance Recognition	☐ Foreign Languages Spoken, evidence of fluency
☐ Hobbies	☐ Machines Designed	☐ License(s), type / year obtained and performance standards for acquiring or maintaining	☐ Promotion Evidence	☐ Landmarks Visited, list of and photographs
☐ Independent Research	☐ Patent(s) Obtained	☐ Training Notes and Materials	☐ Ranking, Rating or Classification System, explanation of	☐ Other Travel Evidence
☐ Inventions	☐ Professional and/or Trade Organization Membership(s)	☐ Military Training, include transcript	☐ Reference Letters or Commendations	
☐ Music Written	☐ Proposal(s) Written	☐ Other Education	☐ Samples of Work	
☐ Organizational Experience	☐ Published, Books or Papers	☐ Other Training	☐ Other Employment History	

☐ Recordings Made ☐ Volunteer Experience, list of, corroboration letter(s) from co-volunteers ☐ Other Personal Accomplishments ☐ Other Works or Designs	☐ Published, Newspaper or Magazine Articles ☐ Slide(s) / Document(s) Created ☐ Speeches Given ☐ Writing Samples ☐ Other Professional Accomplishments	**Provide clear "evidence of prior learning" in your portfolio, including:** • Exam scores • Lists • Letters • Samples • Statements • Copies of originals • Web links • Photographs • Whatever other method(s) necessary

Life Experience Assessment Program (LEAP)

LEAP COMMITTEE DECISION

Date: January 00, 2017

Student Name: Click here to enter text.

College ID: Click here to enter text.

Major: Click here to enter text.

Signatures of LEAP committee and comments:

Name: Click here to enter text. Signature: _____

Comments: Click here to enter text.

Name: Click here to enter text. Signature: _____

Comments: Click here to enter text.

YEAR and SEMESTER ECC CREDITS AWARDED: Click here to enter text.

ECC COURSE NO.	TITLE	NUMBER OF CREDITS
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.
Click here to enter text.	Click here to enter text.	Click here to enter text.

TOTAL CREDITS AWARDED: Click here to enter text.

TOTAL CREDIT HOUR FEE PAID: Click here to enter text.

Approved: _____
Department Chair Signature

Approved: _____
Academic Dean

Copies:
1 Academic Dean
2 Bursar
3 Registrar
4 Student