

DEADLINE to turn in LEAP Credit Request for
 _____ (Semester/ Session)
 _____ (Year) is _____.



PLEASE TYPE OR PRINT CLEARLY

APPLICATION FOR LEAP CREDIT
 Office of the Registrar

Part 1

To: Division Dean **Date:** _____

From: _____

Name of Student	LOLA ID
_____	_____
Division	Major
_____	_____
Program Degree	

I request that my portfolio (other documentation) be reviewed for LEAP credit in:

Course No.	Descriptive Title	Hrs. Credit
_____	_____	_____
_____	_____	_____
_____	_____	_____

This application is based upon the following training, experience or non-credit coursework:

_____ I am presently enrolled at Delgado.

My official academic record indicates that I have never registered for this/these course(s) for credit in any college or university and I have never received Academic Amnesty after completing this course with a grade of "C" or higher. I understand that fees paid are non-refundable and that the amount of credit awarded may be less than what is requested.

 Student's Signature

 Approved: Division Dean – Student's Major

Part 2

Fee Payment. Fee of \$20 per credit hour must be paid after initial committee meeting and before portfolio is reviewed by LEAP Committee. If credit is not awarded, fees are non-refundable.

FEE PAID: _____

Cashier	Date	Total Hours to be Pursued
_____	_____	_____

Part 3

Student's LEAP portfolio and/or competencies have been reviewed and approval ("P" grade) has been granted for:

Course No.	Descriptive Title	Hrs. Credit
_____	_____	_____
APPROVED: Division Dean–Course: _____ Date: _____		
_____	_____	_____
APPROVED: Division Dean–Course: _____ Date: _____		
_____	_____	_____
APPROVED: Division Dean–Course: _____ Date: _____		

Part 4

Total Hours Awarded: _____ **Additional Fee Paid: \$** _____

Approved/Received: Registrar _____

Date: _____