



**LIFE EXPERIENCE ASSESSMENT PROGRAM (LEAP)**

The central principle in the Life Experience Assessment Program is that what a student knows is more important than how the student acquired the knowledge. In this program, Delgado Community College (a) gives students the opportunity to report what they know, or can do, in terms that relate to given college courses and then (b) assesses their knowledge or competence in those areas. If the student can demonstrate knowledge and skills in certain areas comparable to what a college-trained student knows in these same areas, equal credit is awarded.

Specific policies and procedures have been established for the granting of college credit from non-traditional sources:

**LEAP Policies:**

1. The general policies concerning credit from non-traditional sources are applicable.
2. LEAP credit is available only if the life experience warrants three (3) or more credit hours.
3. A non-refundable fee of \$20 per credit hour is charged for the evaluation process, which includes a portfolio and/or documentation and demonstration of competencies.
4. For each applicant a review committee is established to verify that the student can demonstrate knowledge and skills in the requested area comparable to the knowledge and skills of a college-trained student in the same area.
5. The LEAP review committee should consist of the Division Dean of the division from which credit is being requested, at least one faculty member with expertise in the relevant discipline, the Registrar’s designee, and any other expert or consultant deemed necessary to ensure fairness and equity to the student.

<b>Avenues from which LEAP credit can be Acquired</b>	<b>Suggested methods of evaluation</b>
1. Structured course work from: <ol style="list-style-type: none"> <li>a. Vocational/technical educational programs.</li> <li>b. Non-accredited nursing and medical programs.</li> <li>c. Non-accredited professional schools (art, secretarial, computers, etc.)</li> <li>d. Military training courses</li> <li>e. Enrichment seminars, workshops, and courses</li> <li>f. Non-credit coursework.</li> </ol>	1. A portfolio validating content, contact hours, completion and/or grades if applicable.
2. Work Experience (includes military experience)	2. Through well documented portfolio and a demonstration of acquired competencies.

The portfolio should consist of documentation of the acquisition of those competencies deemed necessary for specific course content such as:

- Awards
- Course Content Description and Contact Hours
- Drawings, Diagrams, Artwork, etc.
- Work Experience Records and Job Description
- Graduation Certificates
- High School Co-op Work Experience Training Plan
- Licensures/certifications
- Narrative of Experiences
- Letters of Recommendations/Testimony
- Transcripts

**LEAP Procedures:**

- STEP 1. A student who seeks LEAP credit should contact his/her Division Academic Counselor.
- STEP 2. The student meets with the Academic Counselor to discuss requirements for LEAP credit and the student's experiential background. If the Academic Counselor confirms the possibility that LEAP credit would be applicable, the student is instructed to prepare a portfolio and to complete the [Application for LEAP Credit \(Form 1435/002\)](#) and the appropriate sections of the [Portfolio Worksheet and Assessment Evaluation Form for LEAP \(1435/001\)](#).
- STEP 3. The Division Dean approves the Application for LEAP Credit and instructs the student to submit the forms and portfolio for review to the Division Dean of the course.
- STEP 4. The Division Dean of the course reviews the forms and portfolio, determines whether the student should proceed, and contacts the student with instructions. If the student is to proceed, he/she will be notified of any additional documentation that should be submitted with the Application for LEAP credit.
- STEP 5. The student who wishes to proceed pays a \$20 per credit hour fee in the Bursar's Office, where the form will be stamped "PAID."
- STEP 6. The paid Application for LEAP credit and the requested documentation are submitted to the Division Dean of the course, who will schedule a committee meeting to review the application.
- STEP 7. The Division Dean of the course will schedule an appointment for the applicant to meet with the review committee to discuss his/her experiential background. If the committee agrees that the student's experiences warrant further action, the objectives and competencies for appropriate courses are reviewed. For work experience, a demonstration of acquired competencies will be scheduled.

- STEP 8. An evaluation is completed by the committee, and appropriate credit is approved on the application form. Should the evaluation indicate that a student has demonstrated competencies for additional course-referenced credit hours, upon payment of \$20 per credit hour, credit will be awarded for additional hours. However, if a student pays for nine credit hours and demonstrates competencies for only six credit hours, a refund will not be granted: payment is for the evaluation process, not the awarding of credit.
- STEP 9. Copies of the evaluation form and completed application with credit approved are sent to the Registrar's Office. The portfolio is returned to the student; however, any other documentation is retained in the student's academic record.
- STEP 10. A grade of "P" will be awarded for LEAP credits.

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***Policy Reference:***

Original publication in Policy and Procedures Memorandum, DM 1440.2G, *Academic Procedures Manual*, issued August 15, 1994.

***Approved Updates:***

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