Delgado
COMMUNITY COLLEGE

PORTFOLIO WORKSHEET AND ASSESSMENT EVALUATION FORM FOR LEAP CREDIT

Please Print:

Student's Name _____   LOLA ID _____

Address _____   City/State/Zip _____

Telephone # _____   Completion Date _____

INSTRUCTIONS:

You have received a course description and a list of competencies/objectives for each of the courses for which you are seeking credit. Use these lists to reference your acquired competencies and include these lists in your portfolio. You may also attach a list of alternate competencies if they are appropriate to the course description. Remember that a DEMONSTRATION of competencies acquired is also required if LEAP credit is being requested for work experience; a demonstration is not required for structured course work from other institutions. To receive credit for a course, it must be demonstrated that you have acquired a minimum proficiency of 75% in the competencies listed for the course or for approved alternate competencies listed.

Attach as many sheets as is necessary to cover all of the competencies:

TO BE COMPLETED BY THE STUDENT				TO BE COMPLETED BY THE COMMITTEE		
Course Number	Credit Hours	Competencies Acquired (Reference to Lists)	Type of Documentation (Code* at Bottom)	Documentation Approved _____ Yes No	Demonstration Approved _____ Yes No	Credit Recommended _____ Yes No

Committee Signatures:

Faculty: _____   Date:_____

Division Dean: _____   Date:_____

Registrar's Representative:_____   Date:_____

Additional Expert: _____   Date:_____

Upon completion of evaluation, the Division Dean should complete an Application for LEAP Credit (Form 1435/002) and forward to the Registrar's Office.

Documentation Codes:

A - Awards
C - Course Content/Description (Credit or Non-credit) and Contact Hours
D - Drawings, Diagrams, Artwork, etc.
E - Work Experience, Job Description, etc.
G - Graduation Certificates
H - High School Co-op Work Experience Training Plan

L - Licensure / Certifications
N - Narratives of Experience
O - Other
R - Letters of Recommendation / Testimony
T - Transcripts