

# MARION TECHNICAL COLLEGE

## REQUEST FOR LIFE EXPERIENCE

### CREDIT

Today's date: \_\_\_\_\_

Criteria: A student may request Life Experience (LE) Credit for certain courses if they:

- a) Are not currently enrolled in the course;
- b) Have not previously taken or replaced a grade for the course; and,
- c) Have not previously attempted a credit-by-exam for the course

Note: There is a non-refundable Life Experience fee of \$15 per credit hour.

Student's Name: \_\_\_\_\_ Student ID \_\_\_\_\_

Full Address: \_\_\_\_\_

Name of Program: Medical Laboratory Technologies Last Attended Term & Year: \_\_\_\_\_

Course Number	Course Title	Credit Hours

I believe myself to be proficient for the following reasons - (give details of working references, previous courses, or specialized work experience).

\_\_\_\_\_

Life experience fee must accompany this form. (\$15.00 per credit hour.) Attach Documentation - **(Minimum 3 pages - - maximum 5 pages)**

**FOR OFFICE USE ONLY**

Recommended for examination by: \_\_\_\_\_ Amount paid: \_\_\_\_\_ Recpt. # \_\_\_\_\_  
Instructor/Advisor/Department  
Dean/Director

Examination results/comments: \_\_\_\_\_

Life Experience approved:

Life Experience disapproved:

Dean/Director \_\_\_\_\_ Date: \_\_\_\_\_

• Office of the Registrar initials when credit has been applied to transcript: \_\_\_\_\_ Date: \_\_\_\_\_

# MARION TECHNICAL COLLEGE

## LIFE EXPERIENCE CREDIT PROCEDURE

Life Experience Credit is an option of recognizing prior knowledge and hands-on experience relative to the student's field of study as a substitute for required coursework. The student must provide documentation of demonstrating college-level competency obtained through an occupational experience and/or job training (minimum 3 pages/maximum 5 pages).

### ELIGIBILITY:

1. A student is eligible for Life Experience (LE) Credit if they:
  - Are not currently enrolled in the course
  - Have not previously taken or replaced a grade for the course
  - Have not previously attempted a credit-by-exam for the course
  - Have a 2.0 minimum grade point average and are registered for at least one other course at Marion Technical College (MTC)

### APPLICATION PROCEDURE:

2. The student will submit the following to the Dean of the specified technology:
  - The completed *Request for Life Experience Credit* form with receipt number from the Business Office (non-refundable \$15 per course credit hour).
  - A report
    - The report must identify how a previous occupational experience relates directly to the competencies the student would have learned by completing the specified course. (See course syllabus for course competencies.)
    - The report must be typed in essay format and include:
      - Description of job
      - Routine responsibilities-daily, weekly, monthly
      - Special projects
      - Description of environment-type of business, personnel, and equipment/software
  - Documentation of credentials, including:
    - Resume outlining:
      - Employment
        - Place of employment
        - Dates of employment
        - Position title
        - Responsibilities
        - Education
        - Training
        - Job description
        - Statement from employer/supervisor outlining job responsibilities
      - Education history
        - Documentation of degrees or certificates of completion
        - Documentation of awards or recognition
        - Portfolio containing examples of work
3. Based on documentation provided, the Dean will approve or deny the *Request for Life Experience Credit*. The student will receive notification from the Office of the Registrar.

### CREDIT AWARDED:

If the application for life experience has been approved by the Dean, the *Request for Life Experience Credit* will be applied. The credit hours earned will fill elective requirements and/or serve as a course substitution on an approval basis. A maximum of 48 credits hours earned through life experience and/or credit-by-examination may be applied toward an associate degree.