Life Experience Assessment Program (LEAP)

Purpose of LEAP

Students may be granted credit towards an academic program at Muskegon Community College through the Life Experience Assessment Program (LEAP). The LEAP program is for students who can provide documented evidence showing they possess the knowledge or skills that are equivalent to MCC coursework. Credits granted through LEAP are only intended to fulfill academic program requirements at MCC and not intended to transfer to other institutions.

Guidance for Preparing LEAP Application

Students applying for LEAP should submit at least the following three items:

1. **LEAP application form** (page 2 of this document)
2. **Chronological Record:** A list of dates and places to help the person who reviews your application understand the sequence of events in your life, beginning with the end of your high school enrollment (normally 1-2 pages).
3. **Portfolio:** A set of documents attesting to your experiential background. These documents should prove that you have the equivalent skills and knowledge for the course credit you are seeking. Documentation may include licenses/certifications, job descriptions, resumes, educational transcripts, recommendation letters, etc.

Suggestions for preparing a LEAP application:

- Avoid vague, general statements. Focus on providing enough detail and evidence to prove you have the necessary knowledge and skills that are equivalent to MCC coursework.
- Closely examine the competencies for the courses or area of study you are seeking credit. If you can show you have acquired those competencies, the faculty member evaluating your LEAP application can better determine if you have earned the knowledge and skills that are equivalent to the MCC credit you are seeking.
- If you completed in-service training at your job and are using that to support your LEAP application, in-service training is often recognized with an official certificate of completion or a notation on your record of employment. If you have those records, include them with your LEAP application. If no such record exists, your employer should be able to produce a statement on official letterhead attesting to your training. Employer statements should include things such as your period of employment, job title, duties, and areas of responsibility.
- Recommendation letters about your personal character or work habits are not needed. If you provide recommendation letters, they should attest to your knowledge, skills, and experience that are relevant to the credit you are seeking.

LEAP Application Steps

1. Enroll into a degree or certificate program at MCC
2. Meet with a MCC Counselor or the appropriate Academic Department Chair to discuss your eligibility for LEAP and to receive guidance on compiling your LEAP application material.
3. Prepare the LEAP application form and supporting documents, including a chronological record and portfolio.
4. Pay the non-refundable LEAP application fee ($20 per course credit) to the Financial Services Office by calling (231) 777-0249 or by visiting the Student Welcome Center. Be sure to get a payment receipt.
5. Submit the LEAP application form, supporting documents and payment receipt by email to OfficeoftheRegistrar@muskegoncc.edu, by fax to (232) 777-0209, or in-person to the Student Welcome Center.
6. The Registrar's Office will forward your LEAP application to the appropriate Academic Department to evaluate your application, and the Academic Department will make a decision on whether credit may be awarded. The Academic Department may request additional information from you if needed.
7. The Academic Department will notify the Registrar's Office of their decision and, if approved, what credit may be awarded.
8. The Registrar's Office will notify you through your MCC email account of the results of your LEAP application.

Life Experience Assessment Program (LEAP) Application Form

Before submitting this application, the LEAP application fee must be paid by calling the Financial Services Office at (231) 777-0249 or by visiting the Student Welcome Center on the Main Campus. After payment is made, submit this LEAP application form, supporting documents, and your payment receipt by email to OfficeoftheRegistrar@muskegoncc.edu, by fax to (232) 777-0209, or in-person to the Student Welcome Center on the Main Campus.

Student Information

Date: _____ First and Last Name: _____ Student ID: _____

MCC Email Address: _____ Phone: _____

Requested Course Credit

Course Number:	Course Title:	# Credits:	Faculty Decision:	
_____	_____	_____	☐ Approved	☐ Denied
_____	_____	_____	☐ Approved	☐ Denied
_____	_____	_____	☐ Approved	☐ Denied
_____	_____	_____	☐ Approved	☐ Denied
_____	_____	_____	☐ Approved	☐ Denied
_____	_____	_____	☐ Approved	☐ Denied
_____	_____	_____	☐ Approved	☐ Denied
_____	_____	_____	☐ Approved	☐ Denied

Total Number of Credits
(add up all the credits listed above): _____

Total Cost
(multiply the total credits by $20): $_____

Student Signature

By signing and submitting this LEAP application, I understand and agree to the following:

- There is a non-refundable fee of $20 per credit, based on the number of LEAP credits for which I am applying. Financial aid funds may not be used to pay for LEAP application fees.
- It is highly recommended for students to review their LEAP application material with a MCC Counselor and/or the appropriate Academic Department Chair prior to paying the LEAP application fee.
- Submitting this LEAP application does not guarantee than it will be approved nor that any credit will be awarded.
- A maximum of 30 credits may be awarded through LEAP. Students awarded LEAP credit must still meet MCC's degree residency requirement, which requires students to complete at least 30 total credits, or the last 15 credits, at MCC in order to earn a degree at MCC.

Student Signature: _____ Date: _____

Approval Signatures (Office Use Only)

Printed Name of Faculty Member Reviewing Application: _____

Signature of Faculty Member Reviewing Application: _____ Date: _____

Academic Affairs Signature of Approval: _____ Date: _____