



Life and Vocational Experience (LVE) Credit Request

Office of the Registrar, Eckhart Hall 1ST
Floor, 347 S. Gladstone Ave. Aurora, IL
60506 Phone: 630-844-5462 Fax: 630-
844-5463
registrar@aurora.edu

Aurora University recognizes the validity of college-level learning achieved in settings other than accredited institutions of higher education, provided that this nontraditional learning is validated in accordance with generally recognized standards of good practice and awarded through the processes provided in the university's academic regulations. A portfolio assessment program is available to students who have significant prior learning through career achievements, individual study, or volunteer work.

Life and Vocational Experience Assessment Fee - \$125/credit hour

STUDENT INFORMATION

Full Name: _____ Student ID: _____
Last Name First Name Middle Name

Address: _____

City: _____ State: _____ ZIP: _____

Cell phone number: _____ Email Address: _____

1. Review the regulations concerning Life and Vocational Experience Credit, which appears in the Aurora University Catalog and on the back of this sheet.
2. Determine the credit type and select the corresponding box below.
3. Return this form to the Registrar's Office and you will receive notification to your university email that will direct you to the appropriate university official to schedule a meeting to discuss your proposal at length.
4. Once this form is returned, you have 60 days to compile your necessary documentation, have your proposal reviewed and have the recommendation of credit returned to the Registrar's Office. If the recommendation of credit has not been received within that amount of time, the form will have to be re-submitted and the process will start again.

- ACE/NCCRS Military (usually presented as part of the admission process)
 Non-CHEA Educational Institution* Technical credit earned at CHEA Educational Institution
 On-the-job training, individual study, or other life experiences*

Student Signature: _____ Date: _____

FOR OFFICE USE

Dept and Course No. Title Semester Hours

Dept and Course No. Title Semester Hours

Department Chair

Approve Disapprove Signature: _____ Date: _____

Dean of Administration or Registrar's Office

Approve Disapprove Signature: _____ Date: _____

Credit Adjustment required: Yes/No Explain: _____

Processed Student/Dept. Chair Notified

Student Accounts

Fee posted Signature: _____ Date: _____

**Portfolio Process for Awarding Credit for Life and Vocational Experience (LVE)
2019-2020 Regulations and Policies**

1. A portfolio assessment program is available to students who have significant prior learning through career achievements, individual study, or volunteer work.
2. LVE portfolios may present documentation supporting the awarding of credit for the following categories of prior learning:
 - a. Military training evaluated by ACE
 - b. Non-collegiate training and education programs evaluated by ACE or under the National College Credit Recommendation Service (NCCRS)
 - c. College-level learning achieved through organized training and education programs not included in (a) or (b) above (LVE fee applies)
 - d. Technical credit or other credit from a regionally accredited or CHEA institution that is not evidently suitable for inclusion in AU baccalaureate programs (LVE fee applies)
 - e. Educational experiences achieved through non-CHEA-accredited institutions of higher education (LVE fee applies)
 - f. College-level learning achieved through on-the-job experience, individual study, or other life experiences (LVE fee applies)
3. Students seeking LVE credit will complete a "Life and Vocational Experience Credit Request" form and submit to the Registrar's Office. Upon receipt of the request, the student will be directed to the appropriate university official to determine the required materials for the portfolio per the type of request.
4. There is a 60 day time-limit for completion of the entire LVE portfolio process which begins with the submission of the LVE credit Request form and encompasses initial meeting with the university official, supplying satisfactory requested documentation to the university official, evaluation of the portfolio by the university official, and posting of credit to the academic record by the Registrar. Failure to complete the process within 60 days renders the current LVE Credit Request null and void and the process must begin again. LVE credit may be awarded within the final 30 semester hours of the student's undergraduate program, provided that the evaluated portfolio is submitted to the Registrar for recording no later than the last day of the term preceding the term in which the student will complete all requirements for graduation.
5. The student will submit the requested portfolio materials to the university official for evaluation. Credit will be granted within the limits below:
 - a. A maximum of 12 semester hours of LVE credit will be granted when such credit is clearly applicable to the student's baccalaureate program at Aurora University.
 - i. A maximum of four semester hours may be granted toward a specific program course requirement upon submission of documentation specified by the program faculty accompanied by a LVE Credit Request form evaluated by a designated program faculty member and approved by the academic dean. An LVE fee is charged, as established by the Vice President for Finance. Such experiential prerequisite credit may only be presented for graduation in fulfillment of a specific-program course requirement.
 - ii. In addition to awarding credit toward program specific course requirements, the portfolio evaluation process may result in the award of additional semester hours of general elective credit, not to exceed twelve total combined semester hours, based on submission of the portfolio with satisfactory documentation providing evidence of career-relevant learning achieved through the student's work experience, including appropriate documentation such as performance evaluation materials and supervisors' statements. Submissions will be evaluated by the Registrar in consultation with appropriate faculty and staff.
 - b. Credit awarded through the portfolio process will be recorded on the student's permanent academic record in the form and amount determined by the program evaluator, with indications of applicability to the requirements of the major as approved by the major department.
 - c. Credit not approved for application in the major may be applied as general elective credit toward graduation.
 - d. Portfolio credit considered by the Registrar to duplicate prior or subsequent transferable coursework or test credit will be removed from the student's historical record in favor of such coursework or test credit.
 - e. Portfolio credit is evaluated as either lower or upper division in nature and will be applied toward the limits for lower and upper division transfer credit and to meet other graduation requirements in the same manner as transferred credit.
 - f. Portfolio and examination credit are not included in official audits of student progress or degree completion until recorded in the student's permanent academic record by the Registrar.
 - g. Credit awarded through the portfolio process, by examination or as an experiential prerequisite for a major may not be counted toward either the general residency requirement for graduation nor toward the required number of semester hours included in either a major or a minor.
6. Following evaluation of the student's credit, a copy of the portfolio and a summary of the evaluation shall be attached to the LVE Credit Request form and forwarded to the Registrar. Acceptable credit will be posted to the student's academic record. A \$125 per credit LVE fee which will be assessed at the time credit is posted if applicable.