Lifelong Learning (LLL) Credits Process for Chairs

Chairs evaluating lifelong learning (LLL) credits should adhere to the following process:

1. **Meet with student to review the LLL rubric.** You will meet with the student to answer any questions they have about the process and review the rubric that will be used to evaluate the portfolio.
   - **New Student Applicants:** The admissions counselor will coordinate this meeting.
   - **Current Students:** You will work with the student directly to coordinate this meeting.

2. **Send requested syllabi.** Students will request syllabi will help them provide evidence and justifications in their portfolio. They will need to address specific learning outcomes and course descriptions during their justification.
   - **New Student Applicants:** You will work with the admissions counselor to send the requested syllabus for each course for which the student is attempting to translate academic credits.
   - **Current Students:** You will contact the student to send the syllabus for each course for which they are attempting to translate academic credits.

3. **Receive the submitted portfolio.**
   - **New Student Applicants:** The portfolio will be submitted to you from the admissions counselor for evaluation.
   - **Current Students:** The portfolio will be submitted directly from the student for evaluation.

4. **Evaluate the submitted portfolio.** Using the *Lifelong Learning* rubric, you will determine that the courses submitted for evaluation are appropriate substitutes for that course.
   - **If approved**, send the *Lifelong Learning* rubric and portfolio to the Academic Dean for second-level approval.
   - **If recommending a revise and resubmit**, communicate your feedback directly with the student. In your communication, you should note that they are only allowed to resubmit one additional time and that the second decision will be final.
   - **If not approved**, send the *Lifelong Learning* rubric and portfolio to the Academic Dean for review. The Office of the Dean will send a letter through the mail stating that the request was not approved and provide the rationale. The Chair’s decision is final.

5. **Review by the Office of the Dean.** The Academic Dean is a second-level reviewer and has the right to approve or deny any submissions it receives.
   - **If a submission is approved**, it will be forwarded to the Vice President of Academic Affairs / Provost for final review. You will be notified of this outcome by Dean.
If a submission is not approved, the student will receive a letter from the Office of the Dean stating that the request was not approved and provide the rationale. You will be notified of this outcome by the Dean and the Dean’s decision is final.

6. Review by the Office of the Vice President of Academic Affairs / Provost. The VPAA/P is a third-level reviewer and has the right to approve or deny any submissions it receives. The decision of the VPAA is final.

   If a submission is approved, you and the student will be notified of this outcome by the Office of the VPAA / P.

   If a submission is not approved, the student will receive a letter from the Office of the Dean stating that the request was not approved and provide the rationale. You will be notified of this outcome by the VPAA/P and the VPAA/P’s decision is final.

7. Final processes. Once the submission receives final approval, the Office of the VPAA/P will notify the student, the Office of Records and Registration, the Business Office, Financial Aid Office, and the admissions counselor (if applicable).

   Please note that the awarded credits will only be added to the student’s college transcript once the business office receives their payment. Once payment is received, they will receive notification that their transcripts have been updated.

   Approved portfolio should be sent to the Assistant to the VPAA/P for digitization and storing on the shared drive.