

Credit for Experiential Learning

1. *Purpose*

Lansing Community College recognizes that students may have previous knowledge or experience that may translate into academic coursework. Students may receive credit for previously acquired knowledge and learning experiences by submitting an Experiential Learning application.

2. *Scope*

This procedure pertains to current students requesting credit for previously acquired knowledge and learning experience.

3. *Essential Information*

- The Experiential Learning Application can be found on the [Registrar's forms page](#). A \$50 application fee needs to be paid at the payments desk in the Gannon Building at the time of submission.
- Experiential learning must be directly related to specific course(s) required within your declared program of study. Developmental coursework is excluded from consideration.
- Lansing Community College's decision to award credit for experiential learning does not obligate any other institution to accept such credits in transfer. Receiving institutions reserve the right to assess transcripts of incoming students and award credit as they see fit.
- Credits received by students that are based on experiential learning may not be used for financial aid or veteran's benefits eligibility.
- Lansing Community College does not accept the transfer of credit for experiential learning awarded at other institutions.
- Additional transfer credit information can be found at LCC's [Policies, Procedures, and Regulations](#) page.
- Additional questions may be directed to the Registrar's Office at (517) 483-1200 or via email at registrar@lcc.edu.

4. *Responsibilities*

- Transcript Processing Specialist- Responsible for completing all procedures and adhering to the guidelines as it relates to awarding credit.
- Registrar- Responsible for the preparation and oversight of the procedure.
- Academic Departments/Faculty- Responsible for approving or denying credit equivalencies for Experiential Learning

5. Procedure

1. Prior to submitting the application and documentation, a student should meet with an Academic Advisor in the department for which credit is being sought.
2. The student may apply for experiential learning credit by completing an Experiential Learning Application. You may also contact the Registrar's Office at registrar@lcc.edu or (517) 483-1200, option 2 for more information.
3. The student will submit the completed application and supporting documents to the Student Finance Payments Desk located in the StarZone in the Gannon Building with the \$50 application fee.
4. The Student Finance office will forward the application to the Registrar's Office for initial review. Once reviewed, the Transcript Processing Specialist will assign the application to the appropriate Academic Dean and the Course Information Management Team (CIMT).
5. Within 6-8 weeks after the portfolio is received, the Academic Division determines what credit can be granted to the student. Note: if there is credit being sought from more than one division, the process may take longer. Those received during the Summer session may also require additional time due to limited faculty availability.
6. The Academic Division will prepare and submit an "Experiential Learning Credit Authorization" to the divisional dean for approval or disapproval.
7. The Academic Dean will sign and forward the original authorization to the Office of the Registrar, and mail a copy to the student, if approved.
8. The Academic Dean or their designee will forward the authorization form (if approved) to the Registrar's Office. The Transcript Processing Specialist will add the approved course credit to the student's record.
9. If credit is denied, or a student feels the evaluation was incorrect, they may file a written appeal to the dean of the division from which the credit is being sought. Appeals must be received within three (3) months from the date of the credit authorization. The decision of the dean shall be final. See current catalog for appeal procedures.
10. The student will be notified via their LCC Student Email once credit is posted.



Lansing Community College - Standard Operating Procedure

SOP Name: Credit for Experiential Learning

SOP #: RO.014

Name of Committee: *Academic Procedure Advisory Committee*

Individual Responsible for SOP: *Registrar's Office*

Effective Date: Fall 2019

Initial Approval Date: October 4, 2019

Last Review/Update Date: October 4, 2019

Next Review Date: October, 2022

***Does this procedure support a Board Policy or a College Operating Policy? Yes**
If yes, identify: [Board Policy 3.009 – Credit for Previously Acquired Knowledge and Learning Experience](#)

Board policies can be found at: [LCC Board of Trustees Policy Page](#)

***Does this procedure support HLC criteria? Yes**
If yes, identify: [4A](#)

HLC Criteria can be found at: [HLC Accreditation Criteria](#)

***Note: Standard Operating Procedures should be in furtherance of some LCC policy and/or accreditation criteria, even if the relationship is not direct. Assistance in determining this information can be obtained from the Academic Procedure Advisory Committee (APAC) and/or the Accreditation Liaison Officer.**