Standard Operating Procedure

Procedure Title: Credit for Experiential Learning
Procedure #: RO.014
Revision #: 003

Unit Responsible: Registrar's Office
Individual Responsible: Registrar

Effective Date: 09/01/2023

Initial Approval Date: 10/14/2022
Last Review/Update Date: 09/01/2023
Next Review Date: 09/01/2026

***Does this procedure support a Board Policy?** Yes
If yes, identify: 3.100-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

***Does this procedure support a State or Federal Regulation?** No
If yes, identify: n/a

***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.**

Credit for Experiential Learning, BP 3.100

1. Purpose

To define the process for students seeking credit for previously acquired knowledge and learning experiences.

2. Scope

This procedure pertains to current students requesting credit for previously acquired knowledge and learning experience as well as staff who process the request and academic department/faculty as necessary.

3. Prerequisites

- The Experiential Learning Application can be found on the Registrar's forms page. A $150 processing fee must be paid to Student Finance by online payment via the Registrar's Marketplace per application.
- Experiential learning must be directly related to specific course(s) required within the student's declared program of study. Developmental coursework is excluded from consideration.
- The decision of Lansing Community College (LCC) to award credit for experiential learning does not obligate any other institution to accept such credits in transfer.
- Credits received by students that are based on experiential learning may not be used for financial aid or veteran's benefits eligibility.
- Appropriate credit for experiential learning is applicable toward LCC General Education requirements for all degrees, including degrees that otherwise would require completion of the full Michigan Transfer Agreement (MTA). However, due to statewide rules, credit for experiential learning is not applicable to the MTA endorsement at this time.
- LCC does not accept the transfer of credit for experiential learning awarded at other institutions.

4. Responsibilities

- Experiential Learning Coordinator – Responsible for completing all procedures and adhering to the guidelines as they relate to awarding credit.
- Transcript and Academic Record Coordinator – Responsible for applying approved credits to the academic record and managing the retention of the records accordingly.

- Registrar and Community Education and Workforce Development (CEWD) – Responsible for the preparation and oversight of the procedure.
- Divisional experiential learning contact – Responsible for communicating with program faculty and administration and Experiential Learning Coordinator.
- Academic Departments/Faculty – Responsible for approving or denying credit equivalencies for Experiential Learning.

5. Procedure

1. Prior to submitting the application and documentation, the student should meet with an Academic Advisor in the department for which credit is being sought.
2. The student will apply for Experiential Learning Credit by completing the online Experiential Learning Packet.
3. The student will submit the completed application and supporting documents, and the $150 processing fee using the Registrar's Marketplace or by contacting Student Finance for alternate payment options.
4. The Experiential Learning Coordinator receives the packet for initial review. Once the application is reviewed, the Experiential Learning Coordinator will assign the application to the appropriate Divisional experiential learning contact.
5. Within 6 to 8 weeks after receiving the application and supporting documents, the Academic Division determines what credit can be granted to the student.
    a. If credit is being sought from more than one division, the process may take longer.
    b. If 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 denial.
7. The Academic Dean will sign and forward the original authorization to the Registrar's Office, and notify the student of the determination through LCC email.
8. The Transcript and Academic Record Coordinator 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 6 weeks from the date of the decision. The decision of the Dean shall be final.

6. Reference

- Additional transfer credit information can be found at LCC'S Student Rules, Requirements, and Procedures webpage.
- Additional questions may be directed to the Registrar's Office at (517) 483-1200 or via email (registar@star.lcc.edu).
- Payment questions may be directed to the Student Finance Office via email (Student_Finance@star.lcc.edu)

7. Definitions

N/A