



Credit for Experiential Learning, BP 3.010

1. Purpose

Lansing Community College (LCC) 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 as well as Registrar's Office 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](#).
- 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.
- LCC'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.
- LCC does not accept the transfer of credit for experiential learning awarded at other institutions.

4. Responsibilities

- Transcript Processing Specialist – Responsible for completing all procedures and adhering to the guidelines as they relate 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, the 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. The student also may contact the Registrar's Office via [email](#) or (517) 483-1200, option 2 for more information.
3. The student will submit the completed application and supporting documents to the Student Finance Office with the \$150 processing fee.
4. The Student Finance office will forward the application to the Registrar's Office for initial review. Once the application is reviewed, the Transcript Processing Specialist will assign the application to the appropriate Academic Dean and the Course Information Management Team (CITM).
5. Within 6 to 8 weeks after the application and supporting documents are received, the Academic Division determines what credit can be granted to the student. Note: If credit is being sought from more than one division, the process may take longer. Applications 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 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.

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](#).

7. Definitions

N/A



Standard Operating Procedure

Procedure Title: Credit for Experiential Learning

Procedure #: RO.014

Revision #: 002

Unit Responsible: Registrar's Office

Individual Responsible: Registrar

Effective Date: 10/14/2022

Initial Approval Date: 10/14/2022

Last Review/Update Date: 10/14/2022

Next Review Date: 10/01/2025

***Does this procedure support a Board Policy? Yes**

If yes, identify: [3.010-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? N/A**

If yes, identify:

***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.**