



LANSING COMMUNITY COLLEGE

# Credit for Prior Learning

Student Handbook

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2020

## Credit for Prior Learning Assessment (CPL) Snapshot

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- 1 Contact the advising office to identify and connect with the appropriate academic area to learn about Credit for Prior Learning (CPL) opportunities
- 2 Divisional Representative explains all CPL options for students and decides on best option
- 3 Student prepares documentation and application
- 4 Application, documentation and payment are submitted for review
- 5 Department reviews and approves, denies, or requests additional information from student
- 6 Credits are added and student is notified

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## **Introduction**

P. 02–05

- + **Types of Credit for Prior Learning at LCC**
- + **What types of courses/credits can I receive from Prior Learning?**

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## **CPL Handbook Overview**

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- + **Meeting with PLA coordinator or Advisor**
- + **Experiential Learning**
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- + **Licensure and Certification**
- + **Military Training**
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# Introduction

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## What is Prior Learning?

The American Council on Education points out that there are many opportunities for postsecondary education in the U.S. Public, private and proprietary educational institutions exercise central, but not exclusive, responsibility for instruction and learning. Associations, businesses, government, industry, the military and unions all sponsor instruction. In addition, independent study and reading, work experiences, mass media, and social interaction contribute to learning and competency. The American Council on Education also notes “full and effective use of all educational resources” is a worthy educational and social goal.

## Prior Learning Assessment (PLA)

Lansing Community College believes that learning outside the classroom is valid. We therefore strive to assess learning and experiences that have occurred outside of LCC and, whenever possible, to give students appropriate transfer credit to LCC that then can count toward a great number of our degrees and/or certificates. In short, we want to give credit where credit is due.

Prior Learning Assessment thus can save students time and money. The processing fee, after all, is less than half of what in-district tuition would be for a single 4-credit LCC course. Particularly for students not in LCC’s tax district, or for students eligible for being granted a larger number of credits, the savings can be significant. Besides saving money, earning credits toward a degree or certificate can save valuable time. Using Prior Learning Assessment to satisfy degree/certificate requirements reduces the time to completion, which allows students to begin to work in their field or transfer to continue their studies at a university sooner than would be possible if no Prior Learning credits were awarded.

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## Credit for Prior Learning (CPL)

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### Experiential Learning

Relevant aspects of personal and professional experience gained through actual job-related activities and special training experiences may be applied to an academic program. These experiences may be translated.

Any student that has been admitted to Lansing Community College may apply for experiential learning credit by obtaining the Experiential Learning Application from the Registrar's Office (Gannon Building) or by calling (517) 483-1200. Before submitting a completed application, a student should contact the Academic Division from which the credit is being sought. The purpose of this preliminary contact is to provide the student with an explanation as to how the process takes place. A student should then submit the completed Experiential Learning Application, along with the supporting documents and the \$150.00 processing fee to the Student Finance Office (Gannon Building) or online through the Registrar Marketplace. The student must also attest by signature that all information submitted is true and correct to the best of their knowledge.

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View document:

[Standard Operating Procedure for Experiential Learning](#)

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### Licensure and Certification

Lansing Community College recognizes that current licensure or certification represents learning for which credit may be granted. Therefore, the College assesses national and state licenses as part of its credentialing function. Any student who has applied to Lansing Community College may apply for license or certification credit evaluation. In some cases, a licensure may be submitted along with a portfolio to substantiate prior learning associated with experience. In those cases, only the Experiential Learning application should be submitted. Meet with a department representative prior to deciding whether you should submit a request for credit by licensure/certification or through evaluation of experiential learning.

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View document:

[Standard Operating Procedure for Licensure and Certification](#)

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## Military Training

Lansing Community College recognizes that students may have previous knowledge or experience from serving in the armed services. Students may receive credit for coursework completed when approved by the appropriate academic program.

A student may obtain credit for certain courses at the discretion of the Registrar's office as well as the appropriate academic departments by submitting a Joint Services Transcript (JST), Community College of the Air Force (CCAF), or Medical Education & Training Campus transcript (METC) for review.

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## Credit by Exam

Lansing Community College recognizes that students may have previous knowledge or experience from other institutions, business or industry resulting in competency for our courses. In these instances, the College will allow when appropriate, students to prove competency and gain credit by comprehensive or other applicable exams. Please contact the academic divisional representative for approval if a course is not listed. In some cases, a practical exam will be required as part of the evaluation of Experiential Learning credit which may be administered by LCC's Testing Services. In those cases, credit will be awarded through the experiential learning evaluation and will not involve an additional fee for the practical exam.

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View document:

[Standard Operating Procedure  
for Credit Earned in the Armed Services](#)

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View document:

[Standard Operating Procedure  
for Credit Earned by Examination](#)

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## What types of courses/credits can I receive from Prior Learning?

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### Standardized Exams (Nationally Normed Exams)

Lansing Community College recognizes that students may have previous knowledge or experience as measured by Nationally Normed Exams. Students may receive credit for Lansing Community College coursework completed if minimum score requirements are met.

The CLEP exam is regularly administered by LCC's Testing Services. If interested, please inquire about taking a CLEP exam by calling 517-267-5500 or emailing [lcc-testing-services@lcc.edu](mailto:lcc-testing-services@lcc.edu)

For Equivalency listings for Nationally Normed Exams accepted at LCC, visit [website](#).

Credits awarded through any of the Prior Learning applications/exams will be applied to the students record as transfer credit. Therefore, these credits earned at LCC through Prior Learning may not transfer to other institutions regardless if credits are direct credit or general credit. Some exclusions will exist, which are determined and at the discretion of each academic department.

While there is no limit to the amount of credits that can be earned through any of the Prior Learning applications and exams, LCC requires at least 25% of credits for a program be earned through LCC. For example, 15 credits from a 60 credit Associates program must be earned through LCC coursework.

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View document:

[Standard Operating Procedure for Credit Earned by Nationally Normed Exams](#)

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## Prior Learning Process

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## Contact an Academic Advisor

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After contact with an academic advisor, you will be connected with an academic divisional representative to determine eligibility of requested courses as well as discuss the appropriate credit for prior learning application. The Registrar's office can be contacted for questions on how to complete an application and submit payment.

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### Academic Advising

Email: [eadvising@lcc.edu](mailto:eadvising@lcc.edu)  
Phone: 517-483-1904

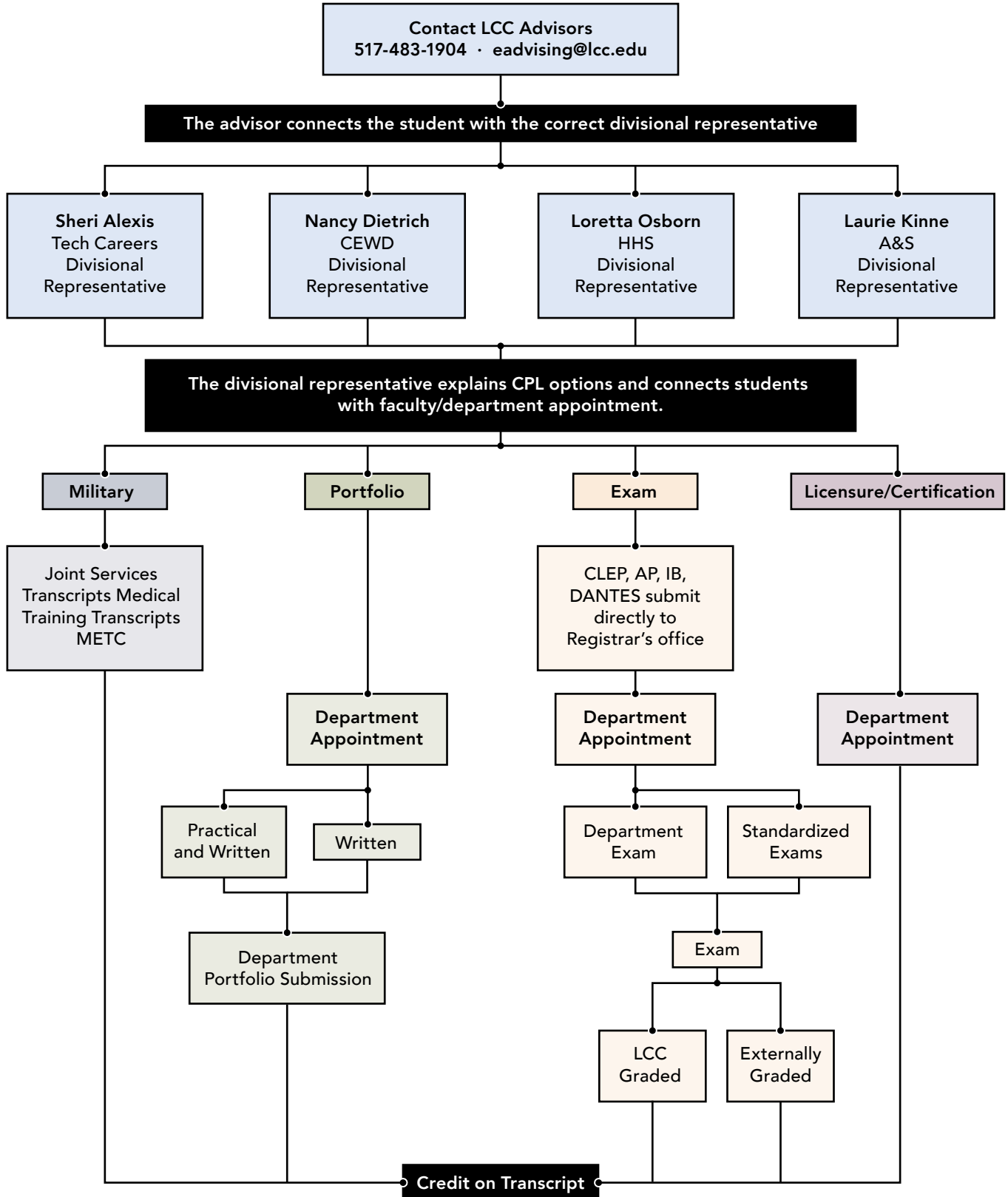
### Registrar's Office

Email: [registrar@star.lcc.edu](mailto:registrar@star.lcc.edu)  
Phone: 517-483-1200, Opt 2

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# LCC Experiential Learning Model

I am interested in Credit for Prior Learning (CPL). Where do I begin?



## Preparing Materials

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For students who took Nationally Normed and Standardized Exams, a score report will be required to be sent directly from the provider (College Board, International Baccalaureate, and DANTES) to LCC.

Military Joint Services Transcripts will need to be requested by the student through the Joint Services Transcript website to be sent electronically to LCC.

Documentation provided by the student will be required for the Experiential Learning Application Portfolio as well as the Licensure and Certification Application. Documentation should demonstrate that the training and experience a student has undergone match outcomes for courses being sought. Examples of documentation include but are not limited to resumes, job descriptions, personal statements, employer recommendations and letters, performance evaluations, certificates, licenses and client or customer testimonials.

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Visit:

[Joint Services Transcript website](#)

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### Associated Costs

Awarding credit for some courses may require combination of Prior Learning applications (ex. Experiential Learning *and* a departmental Credit by Exam). In doing so, students will only need to pay ONE processing fee. Please contact PLA Coordinator/ Department for more information.

Payment by mail/check can be sent to the below address. Please allow 1-2 weeks processing time for mailed payments.

Student Finance Office  
Lansing Community College  
309 N. Washington Square, Suite 200  
Lansing, MI 48933

Online Marketplace payments made via the [Registrar Marketplace](#)

**Experiential Learning Application \$150**  
(Check via Mail or Online Marketplace)

**Licensure and Certification Application \$50**  
*\$50 fee only if application is not combined with another Prior Learning application.*  
(Check via Mail or Online Marketplace)

**Credit by Exam \$150**

**Standardized Exams (CLEP, DANTES, AP, IB)**  
*Prices vary. Please visit provider websites for the most up-to-date cost information.*

- + CLEP and AP, [College Board](#)
- + [DANTES](#)
- + [International Baccalaureate](#)

**Joint Services Transcript from Military Training and Education Free**

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# Experiential Learning

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## Portfolio Assessment Guide for Students and Faculty

Before a portfolio can be accepted for assessment, the specific course learning outcomes from the course syllabus must be attached to the rubric. The completed rubric must be signed by the faculty assessor. Each portfolio is to be assessed based on the following three criteria.

- + **Experience: Sources of Learning**
  - + **Artifacts: Demonstration of Learning**
  - + **Application of Learning: Mastering knowledge and skills**
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## Experience: Sources of Learning

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### Description of Expectations

The prior learning experience should be connected to the course learning outcomes, and the portfolio should demonstrate that those learning outcomes have been met.

### Explanations/Examples for the Student

Clearly describe and document the prior learning experience and show that you have met all course learning outcomes, which must be attached to the rubric. (Print the course syllabus and attach.)

**Example:** If you use a resume to document your work experience, the resume should include the following information in addition to workplace name and dates worked: job title, job description, your role, your job responsibilities. These descriptions of your role and responsibilities should clearly link to the course learning outcomes for the courses for which you are seeking credit.

\*\*For credit to be awarded, you must provide evidence of having met a minimum of 71% of the learning outcomes of the course. The process detailed below gives examples for documenting evidence of having met one course learning outcome through work experience. The same process should be followed for each learning outcome.

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## Artifacts: Demonstration of Learning

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### Description of Expectations

The portfolio must include appropriate documentation (i.e. materials and artifacts) that support the knowledge and skills you have acquired. The artifacts should be dependent upon and appropriate to the field of study and should readily support the chosen learning and skills.

### Explanations/Examples for the Student

Include concrete documentation (artifacts) that support the skills and knowledge you have acquired that meet the course learning outcomes. Artifacts can include samples of projects, technical and professional materials you produced, evidence of successfully completed workshops and/or trainings documented through submission of certificates of completion or letters from training instructor, performance evaluations from employers (ask your present/past employer to address your job duties, skill level, and length of employment).  
Note: Make sure the person writing the evaluation addresses your performance in terms of the course learning outcomes.

**Example:** Course – MKTG 200 – Principles of Marketing; Outcome 1 - Create a marketing plan incorporating the target market and utilizing the marketing mix of product, promotion, plan and price for a product or service.

**Artifact** – Marketing plan developed on the job and letter from client for whom the plan was developed addressing the quality of the plan.

**Score of 0** = document stating a plan was created but does not include plan.

**Score of 1** = plan that includes only part of the requirements stated in the outcomes.

**Score of 2** = plan that includes all of the requirements stated in the outcomes.

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## Application of Learning: Mastering knowledge and skills

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### Description of Expectations

The portfolio must demonstrate that the knowledge and skills reflected in the course learning outcomes have been mastered and that they have been or can apply to real world experience. It is not enough for the student to address all of the learning outcomes; it must also be shown that they can be applied in practice and to different learning and problem solutions.

### Explanations/Examples for the Student

Provide examples of how you have applied the course learning outcomes in real world experience(s) for a sustained length of time.

For courses that include a practical exam, the exam score will fulfill this criterion.

For courses in which portfolio materials are used to meet this criterion, the documentation must address repeated successful performance. See the example in the notes on artifacts and competencies. Using the same course, MKTG 200, an employer's letter addressing repeated successful completion of marketing plans combined with letters from three or more clients, combined with the marketing plan provided as evidence, would equal a score of 2 on this criterion. An employer's evaluation that addressed completion of one or two marketing plans with no client letters would equal a score of 1, and no employer evaluation and no client letters would equal a score of 0.

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## Evaluation Rubric

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### Assessment Criteria

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### Assessment Rating - 0 Does not meet expectations

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**Experience:**  
Sources of learning

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Documentation and descriptions of learning experiences *lack relevance to course learning outcomes and do not align to standards for performance in the discipline.*

**Artifacts:**  
Demonstration of learning

The portfolio's materials and artifacts *do not support or inadequately align to course learning outcomes and standards of performance in the discipline.*

**Application of Learning:**  
Mastering knowledge and skills

The portfolio provides *little evidence of the student's ability to use learning and skills developed externally for the course learning outcomes in practice.*

**Note:** *This section may be replaced by results of a practical exam for areas requiring demonstration through exam rather than portfolio. Please note practical exam required.*

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### Overall Assessment:

A passing portfolio score requires a 2 for each criterion.

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**Assessment Rating - 1**  
**Partially meets expectations**

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Documentation and descriptions of learning experiences *do not align to course learning outcomes and standards for performance in the discipline.*

The portfolio's materials and artifacts *do not fully support or connect to the course learning outcomes and standards of performance in the discipline.*

The portfolio provides *limited evidence of the student's ability to use learning and skills outcomes in practice.*

**Note:** *This section may be replaced by results of a practical exam for areas requiring demonstration through exam rather than portfolio. Please note practical exam required.*

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**Assessment Rating - 2**  
**Meets expectations**

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Documentation and descriptions of learning experiences are *appropriate and align to course learning outcomes and standards for performance in the discipline*

The portfolio's materials and artifacts *support the demonstration of mastery of course learning outcomes aligned to standards of performance in the discipline.*

The portfolio demonstrates the student *has mastered the course learning outcomes and can apply them in practice. Documentation submitted with artifacts should support repeated successful application of tasks that align to course learning outcomes.*

**Note:** *This section may be replaced by results of a practical exam for areas requiring demonstration through exam rather than portfolio. Please note practical exam required.*

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## Portfolio Components

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The student must document and provide evidence of all experiential learning experiences. It is the student's responsibility to keep a copy of all documents contained in the application. The purpose of the documentation is to substantiate that a student's knowledge and/or experience equate to specific Lansing Community College course(s). Documentation submitted to Lansing Community College becomes the property of the institution and will not be returned to the student. Documentation may be defined as, but not limited to, complete job descriptions, copies of course materials and outlines, certificates, training reports, signed supervisory verifications and evaluations on letterhead, and any other descriptive information that may provide a clear understanding of a student's background and competencies. Lansing Community College requires certification that the work or training experience is the student's own. The College will retain the experiential learning application and all supporting documents.

### Process and Timeframe

- 1 You must be admitted to Lansing Community College to apply for Experiential Learning credit.
  - 2 Experiential learning must directly relate to specific course(s) required within your declared program of study.
  - 3 Prior to submitting the application and documentation, a student must meet with an advisor in the department for which credit is being sought.
  - 4 There is a \$150.00 processing fee to be made to the Student Finance office in the Gannon Building. This fee is non-refundable.
  - 5 The completed application and required supporting documents will be forwarded by the Registrar's Office to the appropriate Academic Dean and the Curriculum Information Management Team (CIMT).
  - 6 It is the student's responsibility to keep a copy of all documents contained in the application. Documentation submitted to Lansing Community College becomes the property of the institution and will not be returned to the student.
  - 7 The Academic Division determines what credit, if any, can be granted to the student. During the Spring/Fall semesters, the assessment should be completed within eight (8) weeks of the application being received.
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- 8** The Faculty member or Program Director will prepare and submit an "Experiential Learning Credit Authorization" to the divisional Dean or Associate Dean for approval or disapproval.
  - 9** If approved, the dean will sign and forward the original authorization to the Registrar's Office to have the credits posted to the student's official student record. A copy will also be mailed to the student.
  - 10** If credit is denied, or a student believes the evaluation was incorrect, the student may file a written appeal to the dean of the division from which the credit is being sought. Appeals must be received within six weeks from the date of the credit authorization. The decision of an Academic Affairs representative shall be final. Please reference the current college catalog for appeal procedures.
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## Licensure and Certification

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### Approved Licensures and Certifications

For the most up-to-date equivalency table and general information regarding Licensure and Certification please visit the LCC Licensure and Certification webpage. If you do not see a particular credit for Licensure and Certification on the list, please contact the appropriate academic division for consideration.

### Aviation Technology Program

Aviation Credit

- + Federal Aviation Administration  
Airframe Mechanic Certification
- 

### Child Development Program

CHDV Credit

- + Child Development Associate  
credential issued by the Council  
for Professional Recognition
- 

### Community Health Services Education Program

MEDA Credit

- + Certified Medical Assistant (CMA)  
issued through American Association  
of Medical Assistants (AAMA)
- + Registered Medical Assistant  
(RMA) issued through American  
Medical Technologists (AMT)

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Visit:

[LCC Licensure and Certification website](#)

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### Emergency Medical Services Program

#### EMTA Credit

- + State of Michigan Basic EMT License or National Registry EMT Certification
  - + State of Michigan EMS Instructor Coordinator License
  - + State of Michigan Paramedic License prior to 2002 and/or National Registry for EMT-Paramedic Certification
- 

### Neurodiagnostic Technology Program

#### NDXT Credit

- + Registered Electroencephalographic Technologist (R.EEG.T.) Certification
- 

### Nursing Program

#### NURS Credit

- + State of Michigan Licensed Practical Nurse
- + State of Michigan Paramedic License prior to 2002 and/or National Registry for EMT-Paramedic Certification
- + State of Michigan Respiratory Therapist License

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### Public Service Careers Program

#### FIRE Credit

- + State of Michigan Fire Fighters Training Council
  - Fire Fighter 1 and 2 Certification\*
  - Occupational Health and Safety for the Fire Service equal to Incident Safety Officer and Health and Safety Officer\*
  - Strategy and Tactics\*
  - Hazardous Materials Chemistry equal to State Hazmat Technician (40 hour course)\*
  - Fire Officer 1 and 2\*
  - Blue Card\*

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\* Credit is awarded for this certified training after the student has completed 75% of the course work. For more information, visit the [LCC Fire Science webpage](#).

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### Required Documents

Licensure and/or Certification must directly relate to a specific course or courses required within a Lansing Community College certificate or associate degree.

Documentation for each credential will be required.

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### Process and Timeframe

- 1 The student must meet with an advisor in the program for which credit is being sought.
  - 2 The advisor and the student will complete an application processing form for assessment if approved.
  - 3 The student will submit the Licensure or Certification Application Processing form to Student Finance. A non-refundable \$50 processing fee must be submitted with this application. The Academic Division determines what credit can be granted to the student and will complete a Licensure and Certifications Credit Authorization form and submit it to the Divisional Dean for approval.
  - 4 The Divisional Dean's office will forward the Licensure and Certification Credit Authorization form to the Registrar's office for review along with a mailed copy to the student.
  - 4a 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 months from the date of submission of the Credit Authorization Form. The decision of the Dean shall be final. See the website for appeal procedures.
  - 5 The Registrar's Office will post the credit to the student's academic record upon verifying that the payment has been made and that the authorization form was submitted.
  - 6 The student will be notified at their LCC email once the credit is posted.
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# Military Training

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## Required Documents

Joint Services Transcript electronically requested from [jst.doded.mil](http://jst.doded.mil) or Transcript from the Community College of the Air Force.

## Process and Timeframe

- 1** The student submits a JST or CCAF transcript for review to the Registrar's Office.
  - 2** The Transcript Processing Specialist will compare the content of the coursework by visiting the American Council of Education website and the LCC course catalog.
  - 2a** The Transcript Processing Specialist will apply approved credit to the student's academic record.
  - 3** If additional approval is needed, course materials will be forwarded to the appropriate academic departments for review and determination of credit equivalency.
  - 4** The student will receive an official notice to their LCC email once processing is complete.
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## Credit by Exam

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### Department Approval/Process

- 1** The student contacts the instructor and the department head to obtain authorization for approval to complete the application for Credit by Exam. Not all courses offer this option.
  - 2** The student completes the required information on the application and takes the application to the department for approval and to schedule the exam(s).
  - 3** After obtaining the required signatures, the student returns the signed application to the Student Finance Office for payment of the \$150 processing fee.
  - 4** An examination will not be given by the instructor until the student presents the appropriate payment receipt. No more than one examination will be given for a single payment.
  - 5** The student will complete an examination for each course in which he or she hopes to receive credit.
  - 6** The examination, after being evaluated by the instructor, will be noted on the Credit by Exam application and signed by the faculty member.
  - 7** The completed Credit by Exam application will then be forwarded to the Registrar's office for the Transcript Processing Specialist to add transfer course credits for any exams earning a 2.0 or higher. Exams earning less than a 2.0 will not receive credit but will be noted in the advising notes of the student's educational record in the College student information system.
  - 8** Any approved course will post in the semester in which the examination was completed.
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## Appeals

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If credit is denied or a student believes the evaluation was incorrect, the student may file a written appeal to the dean of the division from which the credit is being sought. Appeals must be received within six weeks from the date of the credit authorization. In such instances, the dean will conduct a procedural review to ensure that the student was treated in a fair and non-discriminatory manner. The decision of an Academic Affairs representative shall be final. Please reference the current college catalog for appeal procedures.

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## FAQs

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### **How long does an evaluation take?**

4- 6 weeks typically

### **How will I be notified once an evaluation is complete?**

An email will be sent to the student's LCC email by a Registrar's office staff member.

### **Who qualifies to apply for credits from Prior Learning?**

Any student who has been admitted to Lansing Community College may apply for any of the Prior Learning applications.

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# Divisional Representatives Contact Information

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## Arts & Sciences Division

Contact: Laurie Kinne

Email: [kinnel@star.lcc.edu](mailto:kinnel@star.lcc.edu)

Phone: 517-483-1524

Lansing Community College  
Arts and Sciences Division  
419 North Washington Square  
Lansing, MI 48933

## Health & Human Services Division

Contact: Loretta Osborn

Email: [chapell@star.lcc.edu](mailto:chapell@star.lcc.edu)

Phone: 517-483-1362

Lansing Community College  
HHS Building Room 108  
515 N Washington Square  
Lansing, MI 48933

## Technical Careers Division

Contact: Sheri Alexis

Email: [mcgivers@star.lcc.edu](mailto:mcgivers@star.lcc.edu)

Phone: 517-483-1159

Lansing Community College  
Technical Careers Division  
5708 cornerstone Drive  
Lansing, MI 48917

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Lansing Community College is committed to providing equal employment opportunities and equal education for all persons regardless of race, color, sex, age, religion, national origin, creed, ancestry, height, weight, sexual orientation, gender identity, gender expression, disability, familial status, marital status, military status, veteran's status, or other status as protected by law, or genetic information that is unrelated to the person's ability to perform the duties of a particular job or position or that is unrelated to the person's ability to participate in educational programs, courses, services or activities offered by the college

The following individuals have been designated to handle inquiries regarding the nondiscrimination policies: Equal Opportunity Officer, Washington Court Place, 309 N. Washington Square Lansing, MI 48933, 517-483-1730; Employee Coordinator 504/ADA, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1875; Student Coordinator 504/ADA, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1885; Lori Willett, Human Resource Manager/Title IX Coordinator, Administration Building, 610 N. Capitol Ave. Lansing, MI 48933, 517-483-1870; Christine Thompson, Student Title IX Coordinator, Gannon Building, 411 N. Grand Ave. Lansing, MI 48933, 517-483-1261.