



1. You must be admitted to Lansing Community College to apply for Experiential Learning credit.
2. Experiential learning must be directly related to specific course(s) required within your declared program of study.
3. Prior to submitting the application and documentation, a student should meet with an advisor in the department for which credit is being sought (see the list of contacts). There is a \$50.00 processing fee, which is **NON-REFUNDABLE**.
4. The completed application and supporting documents will be forwarded by the Office of the Registrar to the committee chair, which will assign the portfolio to a selected group of assessors (composed of a cross-section of faculty and administrators).
5. It's the student's responsibility to keep a copy of all documents contained in his or her portfolio. Documentation submitted to LCC becomes the property of the institution and will not be returned to the student.
6. The Academic Division determines what credit can be granted to the student. During the Spring/Fall Semester, the assessment should be completed within six (6-8) weeks after the portfolio is received. **NOTE:** if there is credit being sought from more than one division, the process may take longer. Those received during the Summer Session will also require more time since many of the faculty are not available.
7. The Academic Division will prepare and submit an "Experiential Learning Credit Authorization" to the divisional dean for approval or disapproval.
8. If approved, the dean will sign and forward the original authorization to the Office of the Registrar, and mail a copy to the student.
9. Upon being informed of the exact credit to be awarded, the student must decide how many credits they want recorded on their official college record.
10. All students must pay fees based on the resident tuition rate per credit hour in effect at the time of payment of the original application fee. Fees must be paid prior to the posting of credits to the official student record. Partial and deferred payments will not be accepted.
11. A student will have three (3) months from the date of the credit authorization, to make selections and pay all fees in full. The student is responsible for notifying the Office of the Registrar, when payment is made. A copy of both the receipt and authorization form will be sufficient.

12. 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 the current college catalog for appeal procedures.

## INTRODUCTION

The American Council on Education points out that the American society abounds in resources for learning at the post-secondary level. Public, private, and proprietary educational institutions exercise the central but not the exclusive responsibility for instruction and learning.

Associations, businesses, government, industry, the military, and unions, sponsor instruction. In addition, independent study and reading, work experiences, the mass media, and the 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."

Lansing Community College, along with many other colleges, recognizes that learning is accomplished in several ways. Some learning is accomplished within the classroom by traditional methods. There is also appropriate learning through experiences that may not have been gained in the classroom. Lansing Community College is in agreement that learning outside the classroom is valid. Therefore, it is the College's function to assess extra-institutional learning as part of its credentialing responsibility.

### Experiential Learning Credit

The following provisions and fees are in effect for all Experiential Learning applications:

#### Application:

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 into academic credit provided they are directly related to the program of study (curriculum) or degree being pursued at Lansing Community College. These experiences must have been obtained from a non-academic source or otherwise be available for academic credit through the transfer process outlined earlier.

Any student that has been admitted to Lansing Community College may apply for experiential learning credit by obtaining the Experiential Learning packet from the Office of the Registrar (Gannon Building) or by calling (517) 483-1200. Before submitting a completed packet, 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 \$50.00 processing fee to the Student Finance Office (Gannon Building). The student must also attest by his or her signature, that all information submitted is true and correct to the best of their knowledge. A fee, equivalent to the resident tuition rate per credit hour, will be charged for those credits which are determined awardable and which apply to the student's program. Fees are subject to change by the Board of Trustees without prior notice. A student may elect to pay for all or part of the credits awarded. The credits selected must be in course equivalency units. A student will have 3 months from the date of the credit authorization to make selections and pay in full.

#### Academic Division:

The Office of the Registrar will forward the completed Experiential Learning application and portfolio of supporting documents to the respective Academic Division. The division will assign the portfolio to an appropriate and impartial assessor for review and credit assessment. Assessors (composed of a cross-section of faculty and administrators), have the responsibility for evaluation and assignment of academic credit for experiential learning. Whenever credit is sought from more than one division, the process will be completed on a division by division basis. After completion of the evaluation by the first division, the Office of the Registrar will forward the portfolio to the next division. For each division granting credit, there will be a credit authorization form approved by the respective dean. In the evaluation process, the assessor will verify the accuracy and validity of the information stated on the Experiential Learning form and supporting documents, by contacting various references and former employers whose names have been provided. If all is in order, the committee member will determine whether the student's experiential learning fits into appropriate competency and subject areas within the student's educational program (curriculum). The respective divisions of Lansing Community College must state the assignment of credit in terms of equivalent courses which are offered.

#### Documentation:

The student must document all experiential learning. It is the student's responsibility to keep a copy of all documents contained in his or her portfolio. Documentation submitted to LCC 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 form, portfolio and all supporting documents. A maximum of 40 semester hours of experiential learning may be applied towards a Lansing Community College Associate Degree. Twenty credits must be earned at LCC to comply with the College's residency requirement.

**NOTE:** LCC's decision to award credit for experiential learning does not obligate any other institution to accept such credit in transfer. Receiving institutions reserve the right to assess transcripts of incoming students and award credit as they see fit. Credit received, based on experiential learning, may not be used for financial aid or veteran's benefits eligibility. LCC does not accept transfer credit for experiential learning at other institutions.

#### Applicability of Credit:

The Academic Division will determine what credit granted can be applied to the student's program. In determining whether it is appropriate to accept a student's experiential learning for credit, the major considerations should be the student's educational objective and extra-institutional learning achievement. Credit for experiential learning will be recorded on a student's official transcript and on the basis of a course by course equivalency and shall be prominently identified as credit for experiential learning.

### **Student Appeal Procedures:**

Students who believe their evaluation is incorrect may file a written appeal to the dean of the division from which credit is being sought. Appeals must be received within 3 months from the date the credit authorization was approved. In such instances, the dean will conduct a procedural review to insure that the student has been treated in a fair and non-discriminatory manner. The decision of the dean shall be final.

### **INSTRUCTIONS**

To apply for experiential learning credit, an individual must apply and be admitted to Lansing Community College.

Students are personally responsible for completely filling out the attached Experiential Learning Processing Form, providing all portfolios of supporting documentation, and returning it to:

Registrar's Office  
Lansing Community College  
POBox 40010  
Lansing, MI 48901  
Gannon Building, 2<sup>nd</sup> floor, Main Campus

Before submitting the completed Experiential Learning Processing Form, the student should contact the chairperson of the Academic Division from which the award of credit is being sought. The purpose of this preliminary contact is to provide the student with an explanation as to how the experiential learning process takes place.

Students must pay a \$50 processing fee at the Student Finance Office (Gannon Building) at the time they submit the completed form and portfolio. Make checks payable to Lansing Community College. The Student Finance Office will then forward it to the Registrar's Office.

Upon the request of the Academic Division, students shall arrange to meet with appropriate College staff members to personally provide additional information and answer questions that relate to the assessment of credit for experiential learning.

Once the student is informed of the exact amount of credit to be awarded towards their program of study, they must decide how many of those credits they wish to purchase.

Tuition is charged the in-district rate (per credit hour) in effect at the time the application fee was paid. All tuition must be paid prior to posting credits to a student's record. Partial and deferred payments will not be accepted.

A student will have three months from the date of the credit authorization to make selections and pay all fees in full.



**PART II - EXPERIENTIAL LEARNING FROM WORK EXPERIENCE WHICH APPLIES TO STUDENT'S LCC PROGRAM**

(Complete a separate block for each work experience with most recent first)

DATES OF EMPLOYMENT From: _____ To: _____ Firm or Agency Department Street Address City, State, Zip Code	JOB TITLE: SUPERVISOR'S NAME: SUPERVISOR'S JOB TITLE: SUMMARY OF DUTIES:	EQUIVALENT COURSE CREDIT AT LCC (EVALUATOR'S USE ONLY) COURSE CODE COURSE TITLE CR	DOCUMENTATION ATTACHED ( ) Yes ( ) No Date										
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**PART III – EXPERIENTIAL LEARNING FROM TRAINING EXPERIENCES WHICH APPLY TO STUDENT’S LCC PROGRAM**

TITLE OR TYPE OF TRAINING:

EQUIVALENT COURSE CREDIT – FOR EVALUATOR’S USE ONLY

COURSE CODE	COURSE TITLE	CR

Training Organization: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Document Attached ( ) Yes ( ) No

Department: \_\_\_\_\_ Date: \_\_\_\_\_

**PART III – EXPERIENTIAL LEARNING FROM TRAINING EXPERIENCES WHICH APPLY TO STUDENT’S LCC PROGRAM**

TITLE OR TYPE OF TRAINING:

EQUIVALENT COURSE CREDIT – FOR EVALUATOR’S USE ONLY

COURSE CODE	COURSE TITLE	CR

Training Organization: \_\_\_\_\_

Evaluator’s Signature: \_\_\_\_\_

From: \_\_\_\_\_ To: \_\_\_\_\_ Document Attached ( ) Yes ( ) No

Department: \_\_\_\_\_ Date: \_\_\_\_\_



### PART IV -APPLICANT'S PERSONAL STATEMENT (Optional)

This portion may be completed by the applicant who desires to justify in writing, his or her request for credit based on experiential. A narrative statement of 500 words or less may be attached to this application which explains how the prior experiences relate to the student's LCC program.

#### FOR EVALUATOR'S USE ONLY

COURSE CODE	COURSE TITLE	CREDIT
TOTAL CREDIT		
_____ Evaluator's Signature	_____ Department	_____ Date

### PART V -APPLICANT SIGNATURE BLOCK

I hereby certify that the information submitted herewith is true and correct to the best of my knowledge, and that the work or life experience represented here are my own. (Willful failure to give accurate information is considered adequate grounds for dismissal from Lansing Community College).

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

NOTE: LANSING COMMUNITY COLLEGE'S DECISION TO AWARD CREDIT FOR EXPERIENTIAL LEARNING DOES NOT OBLIGATE ANY OTHER INSTITUTION TO ACCEPT SUCH CREDIT IN TRANSFER. RECEIVING INSTITUTIONS RESERVE THE RIGHT TO ASSESS TRANSCRIPTS OF INCOMING STUDENTS AND AWARD CREDIT AS THEY SEE FIT.

#### TOTAL CREDITS TO BE APPLIED TO PROGRAM

PART II	WORK EXPERIENCE	CREDITS:
PART III	TRAINING EXPERIENCE	CREDITS:
PART IV	PERSONAL STATEMENT	CREDITS:
GRAND TOTAL		

#### FOR REGISTRAR'S OFFICE USE ONLY

EXPERIENTIAL LEARNING PROCESSING FEE PAID?

CREDIT FEE PAID?

( ) Yes ( ) No Receipt Number: \_\_\_\_\_

( ) Yes ( ) No Receipt Number: \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature