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| Effective Date | Jan. 13, 2010 |
| Revision Date | November, 2016 |
| Revision No. | R1 |
| Approved: Cheryl Thompson-Stacy | |
| Date: January 2010 | |
| Rev. Approved: Cheryl Thompson-Stacy | |
| Date: January 11, 2017 | |

TRANSFER CREDIT POLICY (CREDIT FOR PRIOR LEARNING)

1.0 Purpose

To establish a policy that formalizes the acceptance of credit for prior learning. Credit for prior learning may include transfer credit from other postsecondary institutions, international postsecondary institutions, local examinations, standardized examinations, experiential learning, non-collegiate education, training, and/or occupational experiences as recommended by college faculty, the American Council on Education (ACE), the National College Credit Recommendation Service, or another college-approved organization.

2.0 Revision History

This is an update which includes new information and revised information from Policy #52010.

3.0 Applicability

This policy formalizes LFCC's ability to accept transfer credit.

4.0 Policy

Credit may be transferred only from colleges and universities that (a) are accredited by the Commission on Colleges or the Commission on Higher Education of the regional accreditation associations, such as the Southern Association of Colleges and Schools or (b) conform to the requirements published in the Transfer of Credit Practices of Designated Educational Institutions by the American Association of Collegiate Registrars and Admissions Officers (AACRAO). Credits earned at other postsecondary institutions either before or after admission to the College are reviewed and evaluated on a case-by-case basis.

Credit may also be transferred from international postsecondary institutions, local examinations, standardized examinations such as College Level Examination Program (CLEP), DANTES Subject Standardized Test (DSST) of the Defense Activity for Non-Traditional Educational Support (DANTES), Excelsior Credit by Exam (ECE), the College Entrance Examination Board (CEEB), Advanced Placement (AP) program, Cambridge Advanced (A/AS) examinations, the International Baccalaureate (IB) program, and the Defense Language Proficiency Test (DLPT). Credit may be granted for prior learning for non-collegiate education, training, and/or occupational experiences as recommended by college faculty, the American Council on Education (ACE), the National College Credit Recommendation

Service, or another college-approved organization. Credit by Experiential Learning is also a means of achieving advanced standing.

5.0 Definitions

None.

6.0 Responsibilities

The Registrar at LFCC is responsible for ensuring the college community is aware of the revision to this policy. In addition, the Registrar will ensure any student inquiring about this process is made aware of the process by publishing the Advanced Standing Guide, updated annually, and posted to the LFCC website.

7.0 Procedures

- 7.1** Students must have transcripts or advanced standing documentation sent directly to the LFCC Records Office.
- 7.2** Students should request an evaluation by completing the Credit for Prior Learning Evaluation Request form and submitting it to LFCC's Records Office. Receipt of this form will alert the staff that a transcript will be sent in for evaluation
- 7.3** International transcript must be translated by a professional agency that is listed on the International Students page of the LFCC website. The fee for this evaluation and the time required for completion of the translation varies with each agency and is the responsibility of the student.
- 7.4** Once transcript or advanced standing documentation has been received, the Registrar will evaluate based on current program plan. The Registrar will seek approval from faculty or division dean as appropriate.
- 7.5** After the transcript or advanced standing has been evaluated, LFCC's Records staff will notify the student by email.

8.0 Sanctions

None.

9.0 Interpretation

Authority for interpretation of this policy rests with the Registrar in conjunction with Division Deans and the Vice President of Academic and Student Affairs.

10.0 Authority/Reference

This policy was developed by updating Policy Number 60003 Addendum to Transfer Policy to remove "Addendum to" and add "Credit" so that the title reads as Transfer Credit Policy and includes all types of credit for prior learning. The update of this policy eliminates the need for Policy 52010 Portfolio Course Credit (PLACE).