

Credit for Prior Learning (Procedure 3.05)

Labette Community College may award credit for knowledge acquired outside the traditional classroom to encourage and assist students to complete degrees. LCC credits must be awarded in subject fields in which LCC offers comparable courses or curricula. The procedure and guidelines are as follows:

- A. The Vice President of Student Affairs is responsible for implementation of these procedures. Substantive revisions of these procedures require the President's approval.
- B. College credit may be awarded for non-traditional education according to the following conditions:
 1. All students must be enrolled in at least six hours at Labette Community College and have declared a degree objective.
 2. All courses for which non-traditional credit is awarded must have equivalent courses in the Labette Community College curriculum. Partial credit will not be awarded.
 3. Course credit may be awarded for courses taken in the military but they must be identified in a current American Council on Education Guide.
 4.
 - a. Non-traditional education credits will not be awarded unless the learning is fostered in a recognized national or state organization. The Vice President of Student Affairs is responsible for approval or disapproval.
 - b. Students must provide validated documentation stating the course, knowledge, skills and credit/clock hours completed. Failure to supply such will result in non-approval.
 5. The Dean of Instruction will review, and as is applicable, seek advice from full-time faculty, and approve or disapprove the application for non-traditional education credit relating to major courses.
 6. Credit is not awarded for prior work experience.
 7. General Education course credit will not be awarded for non-traditional education.
 8. Students must complete at least 12 hours of credit at Labette Community College with at least a "C" before non-traditional credit will be awarded.
 9. A maximum of 15 credit hours may be awarded and only six will fulfill major requirements.
 10. Departmental exams administered in the major area may provide an alternative to credit awarded for non-traditional education.
 11. Students are encouraged to seek advice from the Admissions Office. A \$45 fee must accompany the required application. Normal tuition and fees, which must be paid prior to posting on a transcript, apply to any credits awarded.