

THE
LeMoyné-Owen
 COLLEGE

LEADERSHIP. OPPORTUNITY. CHANGE.

SUBJECT: Credit for Prior Learning	Effective Date: July 1, 2011	Policy Number: 01-1-009
	Supersedes: Policy: Date:	Page 1 Of 2
	Responsible Authority: Faculty Division Chairs	

I. Purpose and statement of operational policy underlying the procedure.

Students with significant prior experience relevant to their academic program may apply for Credit for Prior Learning. The student must discuss with an advisor the nature of the experience, and with the counsel of their advisor, develop a paper and/or approved documentation relating the prior learning to their academic studies. If approved, the student may receive a course credit of up to three (3) credit hours. The maximum allowable credit is 15 hours.

II. Applicability/Scope

This applies to all students with prior relevant work experience to their academic program.

III. Process for Implementing Procedure

Responsibility	Action	Timeline
Student	Applies to Advisor, provides adequate documentation of relevant work experience.	After enrolled and validated for the current semester
Advisor	Evaluates documentation and if approved, forwards to applicable Department Chair for approval	Within one working week
Division Chair	Reviews and approves submitted documentation	Within one working week
Student	Submits approved documentation to Fiscal Office for payment of credit	At least one month before graduation date of student
	Submits approved documentation to Records Office for academic credit	At least three weeks before graduation date of student

IV. Related policies/References for more information

Authorizing Official: <u><i>Barbara J. Frank</i></u>	Authorization Date: <u>OCT 06 2011</u>
Title: <u>Vice President/Chief Academic Officer</u>	