

scheduled classes. All such devices must be put in a silent mode and cannot be visible during class. At the discretion of the instructor, exception to this policy is possible in special circumstances such as the use of cell phones as an instructional tool. Cell phones may not be dialed or answered in a classroom (including text messages, games, and other uses).

This procedure does not restrict the use of a communication device during an emergency situation.

In testing situations, use of cell phones or similar communication devices may lead also to a charge of academic dishonesty and additional sanctions under the Academic Honesty Procedure 3.07.

Further, the Curriculum and Instruction committee recommended that this procedure be a requirement on the Master Course Syllabus.

Guests and Children in the Classroom: (Procedure 3.33)

Children are not allowed to accompany LCC students to classes. In the event of an emergency, requests for an exception to this rule must be made by the student to the Dean of Instruction or Program Director prior to the class meeting. In the event that an exception is granted, it is the student's responsibility to make sure the child(ren) do not disrupt the educational environment of the class. Adult guests may be admitted at the discretion of the instructor.

Furthermore, children (age twelve and under) are not allowed to be left unsupervised by an adult anywhere on campus. This procedure applies to all facilities owned or managed by Lafayette Community College.

Credit for Prior Learning (Procedure 3.05)

Credit for prior Learning (CPL) is learning that has not been transcribed by an institution of higher learning.

- A. The Vice President of Academic Affairs is responsible for implementation of these procedures.
- B. Credit for Prior Learning may be awarded according to the following conditions:
 1. The student must currently be enrolled in at least 3 credit hours and have a declared major, or have successfully completed at least 3 credit hours at LCC.
 2. All courses for which Credit for Prior Learning are awarded must have equivalent courses in the Lafayette Community College curriculum. Partial credit will not be awarded.
 3. The Dean of Instruction will review, and as is applicable, seek advice from faculty, to approve or disapprove the Application for Credit for Prior Learning Transfer of CPL courses relating to the concentration and/or general education courses.
 4. A maximum of 25 total credit hours of Credit for Prior Learning may be awarded based on the declared major with approval of the Vice President of Academic Affairs.
 5. Students are encouraged to seek advice regarding CPL from the Military-Connected Student Services Coordinator or the Dean of Instruction.
 6. A \$45 fee must accompany the required Application for Credit for prior Learning Transfer form to cover administrative costs associated with transferring CPL credit to their LCC transcript. (Note: one \$45 fee for all courses included on the application)

Types of Credit for Prior Learning (CPL) considered for credit:

- Advanced Placement (AP) Exams - A series of standardized exams developed by the College Board. College credit is awarded based on exam score. The exams usually follow standardized high school courses generally recognized as being equivalent to undergraduate college courses.
- American Council on Education (ACE) and ACE Guides - Major coordinating body for higher education institutions in the U.S., providing third party, unbiased credit equivalency recommendations among other services. ACE Guides are credit recommendations for formal instructional programs and examinations offered by non-collegiate agencies (including civilian employers, the military, professional associations, and other workplace related-training).
- Career Pathway – Organized groupings of rigorous academic and career related courses leading from education to employment, that identify each step, skill, educational requirement and aptitude needed to be

successful within any specific career.

- College Level Examination Program (CLEP) Exams - Tests of college material offered by the College Board and designed to measure college-level competence achieved outside the college classroom. Course credit is given to students earning a satisfactory score on the CLEP exam indicating successful mastery of course outcomes.
- Council for Adult and Experiential Learning (CAEL) - Expert in the field of prior learning policy and practice. Publish guidelines for quality – 10 Standards for
- Assessing Learning (Appendix A).
- Crosswalk - A diagram illustrating various learning pathways to degree programs.
- Defense Activity for Non-Traditional Educational Support (DANTES) Subject
- Standardized Tests (DSSTs) - Examinations available for civilian and military personnel that allow a student to demonstrate proficiency of college level knowledge and skills.
- Evaluation of Local Training - Individual colleges' program evaluations of non-collegiate instructional programs.
- Excelsior College Examination Program (ECE) – Proficiency examinations for college credit (UEXCEL) in select subject areas and programs (ECE) offered by Excelsior College, NY. Formerly known as Regents College Exam or ACT/PEP Exams.
- Credit by Examination - An examination for a particular course that an academic program or department may utilize to give students credit for a course. A student will work directly with the individual program or department to learn about the availability of institutional course examinations. The cost of credit by examination is outlined in the College Catalog.
- International Baccalaureate Programs (IB) - An internationally accepted qualification for entry into institutions of higher education, much like the AP program. It is a demanding two-year curriculum culminating with final examinations. Credits are awarded to students who achieve a minimum score on the exams. Graduates of the IB program must demonstrate competency in languages, social studies, the experimental sciences, and mathematics. In addition, the program includes three core requirements that are included to broaden the educational experience and challenge students to apply their knowledge and understanding. To receive a diploma, students must achieve a minimum score of 24 out of a possible 45 points, as well as satisfactorily complete the creativity, action, and service requirements.
- Learning Counts - A resource developed by the Council on Adult and Experiential Learning (CAEL) to guide students in preparing a portfolio to demonstrate their lifelong learning and receive a transcript with college credit recommendations.
- Locally Evaluated Industry and Workplace Credit - Individually evaluated non-collegiate instructional programs, such as those for apprenticeship, certification, professional licensure, and other local workplace training that demonstrate competency required for degree or certificate programs. CPL credit may be awarded based on evaluation by trained faculty in the student's program, awarded based on recommendations in the ACE Guide, and/or awarded as part of a student's portfolio.
- Apprenticeship: Apprenticeship is a combination of on-the-job training and related technical instruction in which workers learn the practical and theoretical aspects of a highly skilled occupation. Apprenticeship programs may be sponsored by individual employers, joint employer and labor groups, and/or employer associations.
- Certification: Certification (usually by a third party industry group) is a designation that is obtained once the student is qualified to perform a particular task or job. Certification differs from licensure in that certification is an employment qualification and not a legal requirement for practicing a profession.
- Professional Licensure: "Permission to practice" granted by a governmental entity. Licensure is a legal status. Professional licensure restricts practice of the profession to individuals who have met specific qualifications in education, professional experience, and/or have successfully passed an examination.

- National College Credit Recommendation Service (NCCRS) – Coordinating services based on teams of college faculty evaluators and subject matter experts who conduct extensive reviews of education and training programs offered outside of the traditional college classroom and translate them into college credit equivalences. Education and training by corporations, unions, religious organizations, and proprietary schools have been evaluated. Cooperating postsecondary institutions grant college credit based on credit recommendations and in accordance with their own transfer policies.
- Portfolio Review Credit (or portfolio assessment credit) - Credit awarded as a result of review of a portfolio prepared by the student to demonstrate learning acquired outside of the classroom and that is relevant to the student's educational program. A portfolio may include documentation such as certificates of training, work samples, awards and honors, job descriptions, performance evaluations, samples of work product, evidence of self-directed learning, and resumes to validate equivalent learning outcomes are met. A portfolio course may be offered by the institution to assist the student in preparing a quality portfolio.
- Prior Learning Assessment (PLA) - See definition of CPL above.
- Prior Military Training Credit - College credit for military training awarded through American Council on Education (ACE) College Credit Recommendation Service or through direct evaluation of the student's military service school transcripts.
- Right Skills Now - Component of National Association of Manufacturers – Manufacturing Skills Certification System, which includes nationally portable, industry-recognized certifications combined with for-credit education programs. The education pathways are directly aligned to career pathways in manufacturing.
- T. Thomas Edison State College Examination Program (TECEP) - Tests for college credit offered by Thomas Edison State College, NJ.

College Entrance Examination Board (CEEB)

Advanced Placement (AP) Examinations are given each year to high school students who are enrolled in Advanced Placement courses. LCC will accept a total of 10 AP credit hours of general education. LCC will grant credit to students presenting the following examination scores:

Score	Credit Hours
5	5-10
4	3-10
3	3-5
1 or 2	0

Note: Not all institutions accept CEEB credits. It is the student's responsibility to check with the institution they might be transferring to in order to ensure acceptance.

College Level Examination Program (CLEP)

The CLEP is a national system of credit by examination, offering five general examinations assessing college level general education, as well as a number of subject examinations relating to specific college courses.

Labette Community College is an approved CLEP Testing Center. Both general and subject examinations are administered in the Student Success Center. LCC will accept a total of 12 CLEP credit hours of general education. A score of 50 or above is required to apply the credits toward a degree. The fee for CLEP testing is currently \$87 per test with a \$15 administration fee. Courses that are awarded by CLEP examination will be noted on transcripts as "Transferred from College Level Exam Program" with a grade of "P" for Pass.

Note: Not all institutions accept CLEP credits. It is the student's responsibility to check with the institution they might be transferring to in order to ensure acceptance.

For information regarding subject examinations or additional information about the test, please contact the Student Success Center at (620) 421-6700, extension 1182. CLEP

Currently, we award LCC course credit for the following CLEP tests with a minimum score of 50:

LCC Course	Credit Hours Awarded	CLEP Test Name
English Comp I	3	College Composition
English Comp I & English Comp II	6	College Comp Modular
Intermediate Algebra & College Algebra	6	College Mathematics
MATH 115 College Algebra	3	College Algebra
BIOL 101 Biology	3	Biology
MATH 130 Calculus I	5	Calculus
CHEM 124 College Chemistry I	5	Chemistry
MATH 125 Trigonometry	3	Trigonometry
LANG 104 French I	5	French Language, Level I
LANG 127 Spanish I	5	Spanish Language, Level I
POLS 105 American Government	3	American Government
HIST 101 American History to 1877	3	History of U.S. I
HIST 102 American History from 1877	3	History of U.S. II
ACCT 112 Financial Accounting	3	Financial Accounting
BUAD 104 Business Law I	3	Introductory Business Law
COMP 120 Computer Info Systems	3	Information Sys & Comp Appl
ECON 203 Macroeconomics	3	Prin. of Macroeconomics
ECON 204 Microeconomics	3	Prin. of Microeconomics
PSYC 101 General Psychology	3	Intro to Psychology
PSYC 201 Developmental Psychology	3	Human Growth & Dev
SOCI 101 Sociology	3	Intro to Sociology
PHYS 201 College Physics I	5	Physics
PHYS 203 Engineering Physics I	5	Engineering Physics

College Success Skills

College Success Skills introduces students to Labette Community College as well as provides tips and connections to resources for student success. Any LCC student who tests into a developmental course for English/Reading or mathematics is required to take the course during their first semester. College Success Skills also meets a general education requirement so all students can use the course towards graduation from LCC.

Concurrent/Dual Credit Courses for High School Students

Concurrent Credit courses are college courses taught at the high school by qualified high school instructors in which students receive both high school and college credit. Students are enrolled by LCC personnel who come to the school, or by high school counselors or teachers. Students are taught using the same materials as the on campus college courses and use the same textbook, unless the high school textbook has been approved by the college. The same outcomes and competencies must be met by concurrent students and regular traditional college students.

Dual Credit courses are regular college courses taken by a high school student, taught by a regular LCC instructor (rather than a high school instructor). These classes may be on any campus or online and are not special classes for high school students only.

A high school student who has attained sophomore standing (successfully completed freshman year) may enroll in college courses with permission from his or her high school principal. The student must submit an enrollment form to the Admissions Office with the "Unified School District Authorization" section completed and signed by the principal. A student who has been designated as "gifted" and below Sophomore status may enroll only upon submission of a completed and current (dates must cover period of enrollment) Individualized Education Plan (IEP) and that IEP must include a list of the college courses that are recommended as part of his or her plan. The IEP must be submitted to the Admissions Office at the time of enrollment.

High school students enrolled in concurrent/dual courses are required to follow the policies of the college. They will need to enroll and pay their tuition/fees by the stated deadline each semester. If they miss the deadline, they cannot take the course for college credit. Students must have their high school principal sign their enrollment form and have appropriate