

Responsible Official: Vice President for Academic Affairs

Responsible Office: Office of Academic Affairs

Next Review Date: July 2022

Website Address:

<https://myumo.moc.edu/services/ir/Policies/Public%20Policies/ELC.pdf>

EXPERIENTIAL LEARNING CREDIT (ELC)

POLICY STATEMENT

The University of Mount Olive provides opportunity for students to request Experiential Learning Credit (ELC) with proper documentation that collegiate-level knowledge, skills, abilities, and learning consistent with the stated course learning outcomes has occurred.

REASON FOR POLICY/PURPOSE

The University of Mount Olive recognizes that learning takes place in settings other than the traditional and virtual classroom. Such experiences, when properly documented with actual application in work and other situations, may be evaluated for possible academic credit. Any potential credit for experiential learning will be evaluated by the subject matter department/program chair. Based upon the recommendation of the department/program chair and approval by the academic dean, ELC may be applied to general electives, related studies, general education requirements, or the major provided the student can demonstrate the achievement of stated course student learning outcomes.

OPERATIONAL DEFINITIONS

Experiential Learning Credit: Transcribed semester hour credit awarded for documented collegiate-level knowledge, skills, abilities, and learning consistent with the stated course learning outcomes

POLICY/PROCEDURES

To apply for ELC, the student should follow these procedures:

- If the student feels qualified to apply for ELC, the student shall contact his/her academic advisor for guidance. The student will carefully read and follow the set criteria for the applicable academic department for which ELC will be sought. The advisor shall review ELC policies with the student and direct the student to the appropriate department/program chair. *Students may request a preliminary evaluation of potential ELC during the admission process.*
- The student will then contact the appropriate department/program chair to begin the discussions of potential ELC and the departmental criteria (see below).
- The chair will serve as the principle evaluator and complete and submit the ELC request to his or her dean for approval. ([ELC request form](#)). Any student appeal of the chair's evaluation that ELC should not be awarded shall

be made to the appropriate academic dean within 10 business days. UMO recommends that students complete all ELC applications prior to the end of their first semester with the University. Doing so will allow for more effective advising and scheduling of classes. No ELC may be requested after the first day of classes of the student's last semester before graduation. Exceptions to this policy must be approved by the appropriate dean.

- A per credit hour charge of \$100 will be billed to the student upon approval of the ELC. Credit can only be awarded to students enrolled and degree seeking at UMO.

CONTACTS

Office of the Registrar

Office of Academic Affairs

APPROVED BY

Executive Council

APPENDICES (INCLUDING ANY FORMS/INSTRUCTIONS)

[Experiential Learning Credit Departmental Guide](#)

ELC request form

<https://myumo.moc.edu/academic/registrar/Frequently%20Requested%20FORMS/Documents/ELC%20Form%202017.pdf>

HISTORY/REVISION DATES

Original adoption date(s): October 2013

Last Amended date: June 2020 [Editorial updates and transitioned into policy template]

End Date for Policy (if applicable): N/A

RELATED COMPLIANCE STANDARDS/EXTERNAL POLICY DOCUMENTS:

SACSCOC Standard 10.7 (Policies for Awarding Credit)