

Longwood University  
**GENERAL ACADEMIC PROPOSAL/POLICY COVER SHEET**

This cover sheet is intended to provide information to members of the Education Policy Committee (EPC) about a new proposal/policy or about revisions to an existing proposal/policy.

**If you are proposing a new policy, then attach the text of the policy to this form. If you are proposing a change to an existing policy, then attach the text of the current policy with any deleted language marked by a strikethrough and with new language marked by an underline. If you are deleting a policy, then attach the text of the policy to be deleted.**

**PREPARER:** (Originator, Department, or Committee that authored or sponsored this proposal)

Cook-Cole College (Joanna Baker), College of Graduate and Professional Studies (Jeannine Perry),  
Department of Nursing (Vicki Martin)

**TOPIC:** Experiential Learning Policy

**BACKGROUND** (Provide a brief statement describing the origins of this proposal, the nature of the problem it addresses, and the work completed to devise the proposal):

As recently as 1999, Longwood recognized the need for experiential learning as a component of the now defunct Bachelor of General Studies. Within the framework of that program, Longwood affirmed that "Credit for experiential learning may be requested for college level learning acquired through certain life/work experiences." This option was removed when the BGS Program was discontinued.

As the Department of Nursing moved forward with creating the new RN-BSN Program, which would have a significant experiential learning component, we realized that the University no longer has a policy that allows this option. A committee was convened to discuss options and make a recommendation.

The decision was to submit for approval a proposed University policy that would allow Longwood academic departments and programs to incorporate experiential learning into their curricula as desired. (See below)

**SUMMARY OF NEW POLICY OR PROPOSED CHANGES OR DELETIONS TO AN EXISTING POLICY** (Provide a brief list or statement describing the content of the policy or the proposed changes or deletions):

This policy should be entered in the FPPM in Section II.J.

There are times when academic learning objectives may be satisfied completely outside the academic setting and still be compatible with academic work, thus worthy of academic credit. Care must be taken in order to establish that equivalent learning has occurred and that students are not being given credit for the same learning twice. Prior to entering the program a student must be able to reasonably assess whether they will be awarded academic credit for their experiences. Programs that wish to have credit awarded for experiential learning must have appropriate objectives, rubrics, and processes to satisfy this policy.

The Committee on Educational Policy, with the approval of the Faculty Senate, will maintain the process and forms required. Copies of the documentation and/or portfolio used to award experiential learning long with the rubric must be provided to the Office of the Registrar, with a department chair's signature for a grade of PR (experiential learning) to be posted to the student's transcript.

All proposals for an academic area to offer experiential learning must include a fee structure.

Experiential credit may not be used to satisfy General Education goals 1 – 13 or as part of the 30 credits of upper level courses required to be taken at Longwood.

**RATIONALE FOR THE POLICY OR PROPOSED CHANGES** (Provide a brief statement as to why the new policy, the changes, or the deletion is needed):

The new policy is needed to allow academic areas the flexibility to create non-traditional learning options for students in programs or situations where such options are deemed necessary and acceptable by the academic area.

**SIGNATURE PAGE**

- 1. Educational Policy Committee \_\_\_\_\_
- 2. Faculty Senate \_\_\_\_\_
- 3. \*VPAA \_\_\_\_\_
- 4. \*BOV/SCHEV - VPAA will submit materials for approval
- 5. Date received by Registrar \_\_\_\_\_

\*Substantive change (see definition and consult EPC chair prior to submitting materials)

**All curriculum proposals/changes are processed in the date order received. In order to be included in the next academic year’s catalog, all paperwork must be submitted no later than:**

**February 1<sup>st</sup> to the College Curriculum Committee  
March 1<sup>st</sup> to the Educational Policy Committee (EPC)**

**Submission within the deadlines does not guarantee processing in time for the next academic year’s catalog.**

*Revised June 2012*