

School of Professional Studies

Department of Criminal Justice and Sociology

Experiential Learning Credit (ELC) Guidelines for CJ or SOC

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Mount Olive College recognizes that learning takes place in settings other than the traditional classroom. Such experiences, when properly documented with actual application in work and other situations, may be evaluated for possible academic credit. Any credit awarded for experiential learning in the Criminal Justice or Sociology program will apply only to general electives or to related studies.

All ELC awarded must relate to the current Mount Olive College curriculum and to the learning outcomes expected in its courses. The quantity and quality of learning the student believes he/she has acquired must be academically measurable and comparable to the learning outcomes expected from students completing a similar Mount Olive College course.

In accordance with the Mount Olive College Catalog, "a student seeking ELC must demonstrate with proper documentation that learning has occurred." Credit is awarded for "learning outcomes," not the experiences.

The knowledge gained must be of collegiate quality and must equate the contents of a similar course included in the current curriculum at Mount Olive College. A technical course may be considered only if it meets the academic standards in content and the expected learning outcomes commonly expected in a similar course in the Mount Olive College curriculum. Any exceptions to the above will be handled on an individual basis and must be approved by Department Chair, the School Dean, and the Vice President for Academic Affairs.

GENERAL PROCEDURES

It is the student's and the ELC reviewer's responsibility to read and follow the ELC procedures outlined below.

Documentation of the ELC Process. The Department Chair or the ELC reviewer designated will document to a department/program ELC file the record of all contact from and to the student regarding an ELC request – from petition to conclusion:

- the petition and response to the petition.
- all contact regarding the portfolio, if permission to submit a portfolio is granted.
- the portfolio conclusion (credit denied or granted).

If credit is granted via portfolio, the reviewer is responsible for processing the ELC form with the various college offices and for notifying the student of the number of credits recommended.

Step 1: ELC "Petition" Procedure

1. A student may petition for ELC credit in CJC/SOC only during the student's initial semester in the Criminal Justice/Criminology and Sociology Program, must be currently enrolled and degree-seeking at MOC at the time of the petition, and must have a minimum 2.0 GPA.
2. To petition for ELC in CJC/SOC, the student emails the ELC Chair/Program Coordinator (or the contact person listed on page 1 of this document) a statement outlining the basis for

an ELC petition – the experience, coursework, and training that may apply as ELC. The student does not request a specific number of credit hours. The number of ELC hours, if granted, is determined by the Department Chair.

3. The Program Coordinator or designee will review the request and respond in writing to the student within 5 working days unless an email automatic reply indicates that the Coordinator is on vacation or on extended leave – in which case, response will come within 5 working days of the Coordinator’s return to the office. If the ELC reviewer’s written response to the student is denial of the petition, the ELC process ends.

Step 2: ELC “Portfolio” Procedure

4. If the ELC reviewer’s written response to the student indicates that ELC may be formally requested, the student will have 45 days to complete an ELC portfolio and submit it to the ELC reviewer.

Permission to submit an ELC portfolio is not a guarantee that credit will be awarded. Portfolio permission is simply the granting of an opportunity for the student to offer documentation/evidence of learning that is equivalent to the learning that results from completion of specific courses in the Mount Olive College curriculum.

It is the student’s responsibility (1) to provide documentation of job-related training, courses/seminars and other life experiences and (2) to state the learning that has occurred from each so that the portfolio reviewer can determine if the documented and stated learning is college-level and sufficient in content and length to warrant consideration of credit.

5. An ELC portfolio includes these items: (1) a statement of the learning that has occurred that the student is presenting as equivalent to that of a specific course/s in the MOC curriculum and (2) the documentation/evidence of the sources of the learning – job, certificates, seminars/workshops, etc.
6. It is the student’s responsibility to postal mail (not email) the ELC portfolio to the portfolio reviewer and to follow up with the reviewer within 5 working days to assure that the portfolio has been received.
7. If the ELC portfolio is received within the 45-day timeline referred to above, the portfolio reviewer will, within 10 working days of receiving it, evaluate it, determine if credit can be granted, and email the student of the decision.
8. If credit is granted, the reviewer will, within the 10 days referred to in Item 7 above, complete the ELC form (available from the Registrar’s Office) and process the form as thereon directed. Whether or not credit is granted, it is the responsibility of the reviewer to file a copy of the ELC portfolio in the office of the Department Chair/Program Coordinator, including also documentation of the ELC process.
9. If ELC is granted, the Business Office will bill the student \$50 per credit hour approved once verification of credit is received from the Registrar’s Office.