

COLLEGE UNBOUND

LIP Policies & Guidelines

College Unbound recognizes that college-level learning can take place outside the classroom and has processes to help students earn academic credit for that learning. For students seeking credit for college-level learning that's taken place outside the CU classroom, assessing independent learning may be accomplished through standardized tests, course challenge examinations, or by demonstration of outcomes through portfolio and/or written work.

What is a LIP Portfolio?

A LIP Portfolio is a request for credit by demonstrating specific learning outcomes for prior learning and lived experience. In a document you create or use a template to demonstrate what you have learned in a particular subject area. ***Credit is earned from the learning that results from specific actions by describing the learning and the results of that learning over time.*** This is the key to gaining credit. LIP Credit is awarded based on the lived experience you provide. This includes experience, demonstrated learning, storytelling, robust reflection and evidence.

What we need to establish credit is a ***narrative of what you have learned from those experiences with your understanding of the context and concepts of the requirement or credit.*** This article [Reflective Learning: Thinking About the Way You Learn– Effectiviology](#), has been invaluable in guiding the reflective learning process. This aims to provide a clearer understanding of the depth and significance of your learning experiences.

- **Who:** The key individuals involved in my learning experiences, including mentors, peers, or collaborators.
- **What:** The specific activities, challenges, or projects that contributed to my learning.
- **Why:** The motivations and goals that drove my engagement in these activities.
- **Where:** The contexts or environments in which these learning experiences occurred.
- **When:** The timeline of events and the duration over which my learning unfolded.
- **How:** The methodologies, approaches, and strategies employed to derive meaningful insights and learning outcomes.

Eligibility to submit a LIP Portfolio

Any student who qualifies for the following criteria may submit a LIP portfolio:

- Enrolled full-time (9CH or 12CH for Fall/Spring semester or 6CH for Summer)
- Passing grades in all required courses in the previous semester (grade of C or better)
- No Incompletes on their record
- LIP credit can be earned for any General Education Requirement or Elective Credit

- LIP credit can be earned for 2 Major Requirement (Organizational, Leadership or Change Studies)
- Students may submit up to 2 LIP portfolios per semester if all other requirements are met

Mapping the LIP Process

- Take OLC 220 Learning from Experience NOTE: All new incoming students should focus on their scheduled courses and student projects. In order to start Big 10 or LIP you have to at least be in week 8 of 16 in OLC220 -Learning From Experience.
- Consult with your Lab Faculty about other LIP options that reflect learning outside of school that you have or plan to accomplish.
- All information needs to be in ONE folder. Please create a folder for this LIP in your google drive.

How many credits can I earn with a LIP?

Any one LIP submission can earn from 1 to a maximum of 20 credits per LIP Portfolio.

Credit is awarded for demonstrated learning, not for the amount of time a person has engaged in an activity or experience. We use the following guidelines for awarding credit:

- A. If a learner engaged in some sort of structured learning, such as workplace, professional, or other training, then roughly 15 hours of learning that is led and/or facilitated by an individual with subject-area expertise plus roughly 30 hours of pre-, post-, or homework equates to 1 credit hour= 45 hours clock hours.
- B. If a learner did not engage in structured learning, LIP assessors determine whether the demonstrated performance equates to what the assessor might expect from a learner who has completed
 - a. a full-time, week-long workshop = 1 credit
 - b. 1 semester-long class = 3 credits
 - c. 2 semester-long classes = 6 credits
 - d. a concentration of 3-6 semester long classes = 9-18 credits
 - e. a minor = 20 credits

Example: A student whose job includes writing a monthly company newsletter, high-stakes reports, and regular business communication might earn 3 credits for Professional Communication. A student who was a full-time journalist at a newspaper for ten years and has also worked as a communications professional would earn 20 credits.

The degree level is determined using the following guidance:

- 100 = Using “initial foundational knowledge”¹ - LIP will need to be revised by the student.
- 200 = “Building on foundational knowledge, moving toward application,”
- 300 = Using “application & analysis/reflection,”
- 400 = Using “application, analysis/reflection, & creation/critique,”

What degree requirements can be filled with LIP Portfolio credits?

- **Power & Difference:** Can identify, analyze, and transform structures and systems of privilege, power, and difference
- **Global Citizenship:** Can describe and analyze the interconnected world and respond with cultural agility
- **Civic Engagement:** Can use democratic skills for community change
- **Written Communication:** Can manage a writing process to use writing for learning and communication
- **Creative Expression:** Can produce a creative work, assess it, and reflect upon the creative process
- **Interpreting Literature, Art, or Philosophy:** Can apply literary, art, or philosophical concepts and methods to interpret works of literature, art, or philosophy
- **Historical Reasoning:** Can describe and analyze change in human communities, societies, institutions, or organizations over time
- **Using Science or Technology:** Can use physical, natural or computer science, engineering, or technology to interpret experience, make meaning, and act in the world
- **Scientific Reasoning & Experimental Method:** Can use scientific and empirical reasoning to evaluate truth claims and construct knowledge
- **Quantitative Reasoning:** Can use quantitative reasoning to understand natural or social phenomena and to inform decision making
- **Individual and/or Group Dynamics:** Can use concepts and methods of the social and behavioral sciences to anticipate, interpret, and/or respond to individual and/or group dynamics
- **Research Methods:** Can engage in evidence-based inquiry using quantitative and/or qualitative research methods
- **Organizational Studies:** Uses concepts and methods of organizational studies to interpret experience, make meaning, and act in the world
- **Leadership Studies:** Uses concepts and methods of leadership studies to interpret experience, make meaning, and act in the world
- **Change Studies:** Uses concepts and methods of change studies to interpret experience, make meaning, and act in the world
- **Elective credit:** Can demonstrate college-level learning

The following are Major Requirements and can **NOT** be used as LIP:

- **OLC215**, Introduction to Organizational Leadership & Change
- **OLC220**, Learning from Experience
- **AAH330**, Writing for Change
- **OLC355**, Reframing Failure
- **SBS208**, Research Justice
- **OLC400**, Capstone
- **World & Workplace Lab**

Assessment Methods

The following guidelines and methods are acceptable for assessing learning for awarding credit. Methods that earn test credit:

1. Military Training: Credit recommendations listed in the American Council on Education (ACE) Military Guide serve as the basis for assessing transferability of military training and occupations. For military training that has not been evaluated by ACE, credit will be assessed on a case-by-case basis.

2. Standardized Exams: Credit will be awarded for passing scores on the national for-credit examination programs:

- College-Level Exam Program (CLEP)
- DSST – Prometric DSST Program
- GRE – Graduate Record Exam Subject Tests
- UExcel – Excelsior College Examination Program
- OHIO – Ohio University End-of-Course Exams
- NYU – New York University Language Exams
- TECEP – Thomas Edison College Examination Program

Certificates, Credentials & Licensures

- Credential or professional license awarded by a state, national, or professional organization that required a proctored exam that has been reviewed and recommended
- for credit by ACE, and/or National CCRS (National College Credit Recommendation Service).
- Other current industry-recognized credentials validated through the issuing agency or organization may be used to award credit, as approved by the college. Evaluations of learning done by the college will consider the qualifications and involvement of experts in guiding the learning, engaged time, opportunities for expert feedback and assessment, and stated outcomes. College Unbound will use the **Global Learning Qualifications Framework** (GLQF) to determine college-level learning, and College Unbound learning outcomes to determine placement of credits.

Professional and Community-Based Training

Trainings evaluated for credit by ACE (American Council on Education), and/or National CCRS (National College Credit Recommendation Service).

Locally evaluated employer and community training may be used to award credit, as approved by the college. Evaluations of learning done by the college will consider the qualifications and involvement of experts in guiding the learning, engaged time, opportunities for expert feedback and assessment, and stated outcomes. College Unbound will use the Global Learning

Qualifications Framework (GLQF) to determine college-level learning, and College Unbound learning outcomes to determine placement of credits.

Methods that earn Portfolio Credit

Portfolio Assessment: CU offers two ways for students to demonstrate learning with portfolios. In each case, learners assemble annotated collections of evidence documenting their learning in portfolios.

- Portfolio + Learning Narrative: In narrative portfolios, the portfolio evidence is presented in the context of the story of the learning. Narrative portfolios may include written and/or video narratives.
- Portfolio + Course Match: Using CU or syllabi from any other accredited college or university, students show how their learning experience and the evidence in the portfolio demonstrates that they have achieved the course outcomes stated in the syllabi.
- In both cases, evaluations of learning done by the college will consider the qualifications and involvement of experts in guiding the learning, engaged time, opportunities for expert feedback and assessment, and stated outcomes. College Unbound will use the Global Learning Qualifications Framework (GLQF) to determine college-level learning, and College Unbound learning outcomes to determine placement of credits.
- Transferability to Other Institutions: LIP credit is granted for the purpose of satisfying CU graduation requirements. These credits may not be accepted by other colleges. Students are responsible for contacting the institution to which they intend to transfer to determine that institution's policy on transferring prior learning credit awarded at CU.

LIP Appeals

Students may appeal a LIP decision in writing to the Provost's Office. Students will complete the [LIP Credit Award Appeal Form](#), attach any supporting documentation for the appeal and submit the packet to the appropriate office within 10 working days from the original denial or bestowed credit.

- -- From the 2024-2025 College Unbound Academic Catalog

1. Quoted language for the levels is from the Global Learning Qualifications Framework