portfolio credit will be consistent with standards established by the Southern Association of Colleges and Schools and the Virginia Community College System.

PLACE: (Prior Learning Activity for Credit Evaluation) allows students to develop portfolios based on their experiences to demonstrate learning equivalent to one or more college courses. If accepted by the faculty, the student is then awarded credit for the course or courses. PLACE is for adults who have gained college level learning through work, volunteer activities, participation in civic and community assignments, travel, independent study, and similar “life” experiences. Interested students should contact the Office of Student Success to learn more about PLACE.

**Transfer Credit for Military Experience**
LFCC awards credit for military experience/schooling. Those interested should contact the Admissions and Records Office.

**Transfer Credit for Professional Legal Secretaries**
LFCC awards transfer credit to those who have successfully completed the professional legal secretary examination (PLS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

**Transfer Credit for Certified Professional Secretaries**
LFCC awards transfer credit to persons who have successfully completed the certified professional secretary examination (CPS), upon certification of completion of the exam. Those interested should contact the Admissions and Records Office.

**Alternative Forms of Credit**

**Advanced Placement (AP) Program**
LFCC awards credit for completion of selected AP examinations on which a score of three, four or five is attained. To receive credit, students must:
- be admitted to the College
- be admitted to a program
- submit an official AP score report from the Educational Testing Service (ETS)
- submit a signed request to be awarded credit

Eligible students should contact the Admissions and Records Office. Credits awarded by LFCC may or may not be accepted at other institutions. Students are encouraged to contact the college or university to which transfer is anticipated to determine whether credit is granted for completion of AP courses.

**College Level Examination Program (CLEP)**
The College recognizes most CLEP general and subject examinations. College policy is periodically reviewed; therefore, students should request current information from counselors and faculty. Students should also consult colleges and universities where they plan to transfer. The College’s testing center is an open CLEP center, providing convenient test administration to students of LFCC and other colleges.

**Service Members Opportunity College (SOC)**
LFCC has been designated an institutional member of SOC, a group of colleges and universities providing voluntary postsecondary education to members of the military worldwide. LFCC recognizes the unique nature of the military lifestyle and eases the transfer of relevant course credits, providing flexible academic residency requirements and crediting learning from appropriate military training and
experience as well as other nontraditional sources. Those interested should contact the Admissions and Records Office.

Credit by Examination (CBE)
The College provides a means to earn credit by examination for some courses. Students whose previous educational studies, training programs or work experience may entitle them to an adjustment in the course requirements for a particular curriculum should contact the course professor to determine whether a course is available for CBE.

Credits earned through the examination method may or may not be transferable to other institutions. Students should determine transferability of credits earned through CBE with the institution to which transfer is planned.

Expenses
The VCCS is dedicated to giving individuals an opportunity for the continuing development and extension of skills and knowledge, along with the prospect to increase an awareness of his or her role and responsibility to society.

In an effort not to exclude any Virginia resident from the opportunities offered by LFCC, the State Board for Community Colleges has consistently maintained tuition and fees at the lowest possible level. LFCC realizes that any tuition or fee may represent a barrier to those wishing to pursue further education. The College has funds available to help students needing financial assistance. (See the Financial Assistance section.) The College may be able to assist in providing funds for tuition, books and other expenses for students who qualify.

Eligibility for In-State Tuition
To be eligible for in-state tuition, a student (or in the case of an unemancipated minor or dependent student, the parent or legal guardian) must have been legally domiciled in Virginia for a period of at least one full year prior to the planned semester of enrollment at the College. Domicile is a legal concept which means “the present home of an individual where he or she returns from temporary absences and where he or she intends to stay indefinitely.” The student must establish eligibility by clear and convincing evidence.

Anyone not eligible through his or her own domicile or that of a parent or legal guardian, or spouse, may be eligible under the military exception, the military spouse or dependent exception, the nonresident taxpayer’s exception or a special arrangement contract. Those interested should contact the Admissions and Records Office for additional information.

Domicile Appeal Process
Any applicant denied in-state tuition has the right to appeal according to the following process:

1. A member of the admissions staff will make the initial determination.
2. Upon appeal, an intermediate review will be conducted by the College domicile officer.
3. Final administrative review will be made by a domicile appeals committee.

Additional information regarding the domicile appeal policy is available in the student handbook and from the Admissions and Records Office.