



**WALDEN UNIVERSITY**

*A higher degree. A higher purpose.*

## **School of Lifelong Learning Policy Guide**

**Collaborate. Innovate. Educate.**

## Contents

These policies are for non-degree and non-credit seeking students for Walden School of Lifelong Learning (SLL). Students entering SLL are subject to all the policies and procedures outlined in the Walden student handbook with the exception of these policies:

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## 1 - Registration Policy

In order to register for a course, all applicants are required to have earned, at a minimum, a recognized high school diploma, high school equivalency certificate (e.g., GED, HiSET), or other state-recognized credential of high school completion and must be 18 years of age or older. The school reserves the right to require proof of high school completion at any time.

The following are required for admission for Walden's School of Lifelong Learning programs:

1. A complete registration form
2. Ongoing access to a computer and the internet
3. Valid email account
4. Fluency in English, including reading and writing
5. Full tuition payment prior to start of the program

## 2 - Articulation Policy: Non-Degree/Non-Credit Equivalents

As part of a non-degree/non-credit offering, students may be able to complete an assessment to articulate credit into a credit-bearing degree or certificate program. These assessments are designed and graded by Walden faculty and are the same or equivalent to challenge exams used for awarding credit. If passed, the assessment cannot be articulated into credit until the student applies and is accepted into a Walden University degree program. The credit(s) must be aligned to programmatic requirements. The process will be as follows: Students complete the assessment embedded within the non-degree offering. Faculty review, evaluate, and grade the assessment. Students apply to Walden's non-degree, degree program or certificate program. Registrar reviews and verifies the students' prior learning as demonstrated through the assessment. Registrar updates the student record.

## 3 - Cancellation and Refund Policy

Each course offering has its own cancellation and refund policy. Refer to the course offering for the specific cancellation and refund process.

## 4 – Disability Policy

Walden is committed to providing barrier-free access to its educational services and makes appropriate and reasonable accommodations when necessary. Learners requesting accommodations per the Americans with Disabilities Act (ADA) must contact the Section 504 Coordinator at the Office of Disability Services at [disability@mail.waldenu.edu](mailto:disability@mail.waldenu.edu).

## 5 – Transcript Policy

A transcript serving as a record of completion will be granted to students who successfully complete offerings. Students must request the transcript by submitting the transcript request form. There is no cost for a transcript. The transcript will be sent electronically.

## 6 – University Services and Resources Policy

Applicants are not degree-seeking Walden University students. Students may not be granted full access to all university services and resources unless specified in the classroom or product offering\*. School of Lifelong Learning learners will have access to Walden Disability Services.

*\* School of Lifelong Learning learners do not have access to the following university services and resources: a Walden email account, the Microsoft office suite, full access to Walden library database, access to Walden academic centers and department resources.*