



**WALDEN UNIVERSITY**

School of Lifelong Learning

## School of Lifelong Learning Policy Guide

Collaborate. Innovate. Educate.

V4.0

# Contents

The School of Lifelong Learning (SLL) provides (non-matriculated) credit-bearing courses and non-credit Professional Development offerings.

Credit-Bearing Courses are courses that carry academic credits. These courses are from our degree-program catalog and offered to lifelong learners like you to meet your professional and personal goals. The academic credit may be able to be applied toward a degree program at Walden. If you choose to matriculate into a Walden University degree program, the university will review any prior learning completed and may award credit towards the Walden degree program.

Professional Development offerings are non-degree, non-credit courses. They are intended for learners who want to gain general knowledge, learn a new skill, upgrade existing skills, or enrich their understanding about a wide range of topics. Professional Development offerings are NOT applicable toward a degree.

Students enrolled in credit-bearing courses will follow the Walden [student handbook policy](#). All non-credit learners entering SLL are subject to the policies and procedures outlined in the Walden student handbook with the exception of these policies:

1.	Registration Policy .....	3
2.	Articulation Policy: Non-Degree/Non-Credit Equivalents.....	3
3.	Cancellation and Refund Policy .....	3
4.	Disability Policy .....	4
5.	Learner Record Policy .....	4
6.	University Services and Resources Policy .....	4

## 1 - Registration Policy

In order to register for a Professional Development offering, prospective learners are required to be 18 years of age or older. Individual offerings may have additional requirements. Please refer to the offering description on the SLL website to view registration requirements [<https://lifelonglearning.waldenu.edu>].

Registration for SLL offerings requires the following:

- A complete registration form
- Ongoing access to a computer and the internet
- Valid email account
- Fluency in English, including reading and writing
- Full tuition payment prior to start of the course

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

As part of a non-degree/non-credit offering, learners may be able to complete an assessment to articulate credit into a credit-bearing degree or certificate program in a Walden University degree program. These assessments are graded by Walden faculty. If passed, the assessment can be articulated into credit when the learner applies and is accepted into a Walden University degree program. The articulation process will be as follows:

- Learner completes the assessment associated with a non-degree offering.
- Faculty review, evaluate, and grade the assessment.
- Learner applies to a Walden degree or credit-bearing certificate program.
- Registrar reviews and verifies the learners' prior learning as demonstrated through the assessment. Registrar updates the learner record.

## 3 - Cancellation and Refund Policy

Unless specified on the offering's product page, Learners can request a full refund within seven days of purchase for the offering by emailing [lifelonglearning@mail.waldenu.edu](mailto:lifelonglearning@mail.waldenu.edu)

## 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 – Learner Record Policy

A record of completion will be granted to learners who successfully complete offerings. Learners must request the certificate of completion by submitting the learner record request form. There is no cost for a certificate of completion. The certificate of completion will be sent electronically.

## 6 – University Services and Resources Policy

SLL Learners are not degree-seeking Walden University students. Learners may not be granted full access to all university services and resources unless specified in the classroom or course offering\*. However, SLL 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.*