

St. Cloud Technical College
CREDIT FOR PRIOR EXPERIENTIAL LEARNING
BASED ON LIFE/WORK EXPERIENCE

I. Policy

St. Cloud Technical College students may apply to obtain course credit based on previous relevant life/work experience. The experience shall be from employment or workshop learning, recent and relevant, and of satisfactory performance. Students must demonstrate college level learning through a portfolio process.

A. Hour/Credit Ratio

College credit granted shall not be based on hours of experience but on relevant college level learning attained. Learning must meet standards as set by course syllabi.

B. Maximum Number of Credits Granted

The maximum number of credits awarded for prior learning will typically be one third or less of the number required for the student's major program.

C. Recency

The life/work experiences must have taken place within 5 years prior to the request date.

D. Self-Employment/Volunteer Work

Students may submit self-employment and/or volunteer experience for consideration. The department chairperson and faculty evaluator will establish individual criteria for evaluating such experience on a case-by-case basis. A life learning paper may be required as part of the portfolio.

E. Grade

Credit awarded for college level learning shall be noted on the official student transcript in the transfer credit section as Prior Experiential Learning.

F. Cost

A non-refundable \$30/lecture credit, \$60/lab credit shall be assessed prior to evaluation for each course for which college credit is being requested.

II. Procedures

A. Compile a portfolio which may consist of:

- a. A completed Verification of Work Experience form.
- b. A completed Request for Credit Based on Life/Work Experience form.
- c. Student transcript and current semester schedule.
- d. Student narrative explaining how prior learning meets standards as set by course syllabi.
- e. Course syllabi or outline for all courses for which credit is being requested - outlines can be obtained from the curriculum office or syllabi can be obtained from the faculty member who will be evaluating the portfolio.
- f. Seminar/workshop content outlines and completion certificates.
- g. Relevant work samples, letters of recommendation, licenses.
- h. Life learning paper.
- i. Performance of competency.

B. Pay non-refundable fee of \$30/lecture credit, \$60/lab credit for each course for which credit is being requested.

C. Submit to the Office of Records and Registration.

D. Registrar will forward portfolio to a faculty member trained in prior learning assessment. The student will receive a written response within thirty days.

E. Appeals may be forwarded to the Vice President of Academic and Student Affairs. Appeals will be answered in writing within two weeks.

F. The Office of Records and Registration will retain permanently all documents used to verify the credit award for experiential learning.

III. Forms

Request for credit forms are available in the Office of Records and Registration.

St. Cloud Technical College
1540 Northway Drive
St. Cloud, MN 56303
320 308-5000 or 800 222-1009

VERIFICATION OF WORK EXPERIENCE

Section I: Applicant Section

I agree to the release of information by my employer/former employer as indicated below for the purpose of obtaining college credit based on live/work experience.

Applicant Signature

DATE

Section II: Employer Section (Please return completed form to St. Cloud Technical College)

Employer Name _____

Employer Address _____

Employee's Job
Title/Position _____

Length of Service _____

_____ to _____
Start Date End Date

Average Hours
Worked/Week _____

Describe the employee's top five job duties.
(Please attach a complete job description if possible.)

Evaluate the employee's job performance.

Employer Signature

Typed Employer Name

Telephone Number

Date

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**REQUEST FOR CREDIT
BASED ON LIFE/WORK EXPERIENCES**

Section I: Applicant's Section

Name _____

Address _____

Phone _____ Student ID # _____

Major _____

Section II: Courses Considered for Exemption

I have demonstrated competency in the coursework listed below based on the following (please check those which app):

___ Workshops, seminars and other non-credit classroom experience

___ Work experience including company sponsored training

___ Military service/training

___ Apprentice training

___ Self-employment

___ Volunteer Work

___ Other _____

I request college credit for the following required courses:

Evaluator Use ONLY

Course Number	Course Title	Credits Lec/Lab	Approved Yes/No	Evaluator Signature
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Applicant Signature

Section III Portfolio Preparation

It is the applicant's responsibility to develop all documents to be considered. The assessment of prior learning will be based on the documents presented. The portfolio should include at a minimum:

1. Completed Request for Credit Based on Life/Work Experience forms
2. Completed Verification of Work Experience form
3. Course outline or syllabi for all courses for which credit is being requested—outlines can be obtained from the curriculum office or syllabi can be obtained from the faculty member who will be evaluating the portfolio.
4. Current official student transcript and/or class schedule
5. Narrative explaining how prior learning meets standards as set by course syllabus/outline
6. Content outlines of non-credit classroom experiences and certificates of completion if available
7. Life learning paper or performance of competency may be required by evaluator

Section IV: Registrar and Business Office

- A. I have reviewed the applicant's file and find that the applicant does not have a previously recorded grade at St. Cloud technical College or other post-secondary institutions for the same or similar course.

Registrar's Signature _____

- B. The fee (\$30/lecture, \$60/lab credit) of \$_____ was received by

Business Office Signature

Date

Section V: Evaluation of Prior Learning

Explain how student has/has not demonstrated competency as set by standards in the course syllabus for coursework as indicated in Section II. Indicate whether applicant will need to enroll in the required course.

Evaluator Signature

Date

Section VI: Registrar's Section

Please forward the completed form to the registrar for final processing and storage

____ Prior learning approved for credit toward fulfillment of degree requirements

____ Course credit has been entered on the student transcript

Registrar Signature

Date