

DIN: 3020-1-06
Title of Policy Credit for Experiential Learning

Policy

The college recognizes that individuals acquire substantial learning from experiences other than formal education. As a result, the college will award credit for experiential learning under the following circumstances:

- The petitioner provides evidence of the mastery of a minimum of 80% of the learning outcomes of a particular course at an equivalent level of achievement as documented in a specified portfolio format. This evidence will include all required elements. To prepare the portfolio, the learner may be required to enroll in a planning course (one time only).
- An experienced instructor of the course in question analyzes the portfolio and verifies equivalency. The decision of the instructor is final.
- A maximum of 25% of the total program credits will be awarded for experiential learning.

The College will provide assistance to the petitioner in how to prepare the portfolio and in selecting the kinds of documentation that would be acceptable. The petitioner will pay the tuition for the credits awarded prior to their being transcribed. Transcribed credits will count toward academic awards, however, no grade will be assigned and the credits will not count in grade point average calculations.

Purpose

To provide an opportunity for learners to be awarded credit for experiential learning.

Responsibility

The table below describes responsibilities for this policy:

Group/Individual	Responsibility
Dean	Ensure implementation of policy. Assign instructors to review petitions for credit for experiential learning.
Program Instructor	Analyze portfolio and verify equivalency, as appropriate.
Registrar	Appropriately transcript credits awarded as equivalent to NTC courses.

Supporting References

Listed below are college document(s) that support this policy:
 Policy 3020-1-01 Advanced Standing

Compliance References:

Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.			Print Date: 09/19/06 11:58 AM
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