

IMPLEMENTATION DATE FOR THIS REVISED POLICY IS 8/23/2009

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 75% 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. For assistance with preparing the portfolio, the learner can enroll in a planning course offered by the college.
- 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 may be awarded for experiential learning.
- The list of courses which are eligible for Credit for Experiential Learning is available in the Registrar’s Office.

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. All petitioners must pay a processing fee before the portfolio will be evaluated. Transcribed credits will count toward academic awards, however, no grade will be assigned and the credits will not count in grade point average calculations. Credits earned for experiential learning do not apply toward full-time status for financial aid.

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. Provide Registrar with accurate list of courses eligible for Credit for Experiential Learning. Assign instructors to review petitions for Credit for Experiential Learning. Assign faculty member to teach a one-credit course for developing an experiential learning portfolio, as appropriate.
Program Instructor	Determine which courses are appropriate for Credit by Experiential Learning. Analyze portfolio and verify equivalency, as appropriate. Inform learner and Registrar of the results of the review.
Registrar	Keep list of courses eligible for challenge by examination; distribute challenge request forms; transcript the results upon notification from instructor.
Business Manager or Account Clerk	Collect fee upon receiving request form from learner. Verify payment of fee and inform instructor and Dean’s Office..

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Document Number: 3020-1-06	Rev. 8-06, 2-09	Page 1 of 2	Level #1
Title: Credit for Experiential Learning			Implementation Date: 8/23/09
Approved: Dr. Quistgaard	Date: 8/16/05	Check here if policy should appear in student handbook: <input checked="" type="checkbox"/>	

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Counselors	Provide information on process to learner, including instructions on filling out the request form.
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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).

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