

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 specific portfolio format. This evidence will include all required elements.
- An experienced instructor of the course will include all the required elements equivalency. The decision of the instructor is final.
- A maximum of 2/3 of the total program credits may be awarded for Experiential Learning upon agreement from the appropriate faculty.

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 cost for Experiential Learning credit is one half the rate of tuition per credit. This amount must be paid in full prior to the transcribing of credits. 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 the responsibilities for this policy

Group/Individual	Responsibility
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
Business Manager or Account Clerk	Collect fee upon receiving form from learner. Verify payment of fee and inform instructor and Dean’s Office

**Supporting References:**

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

**Compliance References:**

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