

Pine Technical College

Policy and Procedure

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Subject: Experiential and Non-Academic Learning Credit

Authorities:

MNSCU policy 3-3.15

Purpose:

To provide students the opportunity to obtain credit for courses or towards a credential through the evaluation of experiential, non-academic learning (training, education) or learning undertaken through a non-accredited organization.

Definitions:

Experiential Learning is knowledge and skills acquired through work or other life experience.

Non-academic Learning is knowledge and skills acquired from education and training provided by an institution other than a college (an employer, an equipment manufacturer, etc.).

Non-accredited Organization is an education or training provider who is not accredited by a body recognized and accepted by the faculty, staff or administration of PTC.

Policy:

Pine Technical College may give credit toward program completion for prior work, education and life experiences that are equivalent to the program requirements through documentation of prior learning. These credits are not eligible for financial aid or counted for financial aid status.

1. Credit for experiential and non-academic learning will be designated by 'EX' on the transcript and will be included in the credit count for program completion.
2. Experiential and non-academic learning credits count toward graduation requirements but are not calculated in the Grade Point Average or semester credit completion calculations for satisfactory academic progress.
3. A non-refundable fee amount of 50% of current tuition per credit hours is required and must be paid prior to submitting documentation for the evaluation.
4. Students in the nursing program (Health Care Technician and Practical Nursing) who earned

state board certifications in Certified Nursing Assistant and/or Trained Medication Assistant and who earned certification in First Aid/CPR from institutions other than a college are exempt from the fee amount of 50%. However, a \$25 fee per course must be paid when submitting the Advance Standing Application and before the credits are recorded on the transcript as non-academic learning.

Procedure:

Students who feel they have mastered the content of a college course may apply for credit toward a degree through Experiential and Non-Academic Learning Credit. This process may be initiated at anytime during the semester. Not all courses are eligible for this option, however, and the student must check with the course instructor in order to proceed.

1. Student must be admitted to Pine Technical College. Student and course instructor discuss the feasibility of documenting skills and knowledge through experiential credit, based on the objectives of the course.

2. Student completes the Advanced Standing Application available from Student Affairs, and pays appropriate fees to the business office prior to submitting their documentation for evaluation.

3. The appropriate instructor reviews the documentation and determines its merits for receiving credit, based on full validation of the experiential and non-academic learning as required by course objectives and outcomes. These may include:

a) Industry credentialing, i.e. Microsoft Certification, a copy of the certification is required and will be kept in student's file.

b. State board certifications in healthcare, i.e. Certified Nursing Asst., Trained Medications Asst., First Aid/CPR. – copies will be kept in student's file

c.) Occupational experience that is fully documented and validated by means of portfolio and/or demonstration of competencies.

4. If the documentation satisfies the requirements, the instructor signs the forms and forwards to the Registrar.

5. If the faculty determines the documentation does not satisfy the requirements, the student may appeal to the CAO who either approves or denies the request.

6. A copy of the decision (approved/denied) is forwarded to the Registrar, who processes the credit and notifies the student.

7. A student is not eligible for experiential and non-academic learning credit for a course the student has previously taken.

Responsibilities:

It is the responsibility of the academic and student affairs departments to insure an orderly and expeditious process for implementation of this policy, according to their respective roles.

Dissemination:

Policy is posted on the PTC website, Intranet, and in the Student Handbook

Reviewed by Executive Cabinet: 10/01/01

Reviewed by Faculty Senate: 10/10/01; **Faculty Shared Governance Council:**

Reviewed by: Leadership Team 10/01/01

Approved: 10/10/01

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Approved: _____ **Date:** 10/08/07

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