

# St. Cloud Technical and Community College

## CREDIT FOR PRIOR EXPERIENTIAL LEARNING BASED ON LIFE/WORK EXPERIENCE

---

- I. Policy - St. Cloud Technical and Community College students may apply to obtain course credit based on previous relevant life/work learning experience. The learning 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/outline.
- 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 with a grade of CR.
- 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 completed Verification of Work Experience form.
  - A completed Request for Credit Based on Life/Work Experience form.
  - Student transcript and current semester schedule.
  - Student narrative explaining how prior learning meets standards as set by course syllabi/outline.
  - 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.
  - Seminar/workshop content outlines and completion certificates.
  - Relevant work samples, letters of recommendation, licenses.
  - Life learning paper.
  - Performance of competency.
- B. Obtain Signature of Division Dean and Registrar**
- C. Pay non-refundable fee of \$30/lecture credit, \$60/lab credit for each course for which credit is being requested.**
- D. Submit to the Office of Records and Registration.**
- E. Registrar will forward portfolio to a faculty member trained in prior learning assessment. The student will receive a written response within thirty days.**
- F. Appeals may be forwarded to the Vice President of Academic and Student Affairs. Appeals will be answered in writing within two weeks.**
- G. 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 and Community College

1540 Northway Drive

St. Cloud, MN 56303

320 308-5075

St. Cloud Technical and Community College  
 1540 Northway Drive  
 St. Cloud, MN 56303  
 320 308-5075 or 800 222-1009

**REQUEST FOR CREDIT  
 BASED ON PRIOR LEARNING**

**Section I: Applicant Section**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Student ID #: \_\_\_\_\_

Major: \_\_\_\_\_

**Section II: Courses Considered based on Prior Learning**

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

- Workshops, seminars and other non-credit classroom experience
- Work experience including company sponsored training
- Military service/training  Apprenticeship training
- Self-employment  Volunteer Work
- Other: \_\_\_\_\_

I request college credit for the following required courses:

Subject/ Number	Course Title	Credits Lec/Lab	Evaluator Use ONLY	
			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: Academic Dean, Registrar and Business Office Signatures

A. I have reviewed and approve the processing of this request for Credit for Prior Experiential Learning.

Division Dean Signature \_\_\_\_\_ Cost Center: \_\_\_\_\_

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

Registrar's Signature \_\_\_\_\_

C. 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 Name(Printed): \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### 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

**VERIFICATION OF WORK EXPERIENCE (If Applicable)**

**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 and Community 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