

## Appendix A

### **Policy Number: 217 REV 4 Experiential and Non-Academic Learning Credit**

**Date: 04/7/14**

#### **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 any time 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
  - b) State board certifications in healthcare, i.e. Certified Nursing Asst., First Aid/CPR.
  - 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.