

# Policy and Procedure

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**Division/Department:** Academic Affairs

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Fourth Revision: Paula Hoffman, Joan Bloemendaal-Gruett, Shawn Reynolds, Darla Calverley, Jeff Miller

**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.

**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 Campus Roundtable:** 04/07/2014

**Reviewed by Faculty Shared Governance:** 10/01/01, 5/9/06; 3/28/07, 10/04/07

**Reviewed by Managers Meeting:** 10/01/01, 5/1/06, 3/19/07, 10/08/07

**Approved:** 04/07/2014

